

YORK SINGLES CLUB BYLAWS

Amended; Code of Conduct appended – April 2019

I Membership

In addition to the criteria for approval of membership set out in the constitution, the following criteria apply to membership

- a) The membership approval process includes a face-to face screening process by two executive members.
- a) Should former spouses/partners of an existing member join the club, the most recent applicant will resign unless that existing member agrees to the continuation of his/her membership.
- b) New members are subject to a probationary period of six (6) months
- c) Any member may be sanctioned, at the discretion of the executive, up to and including termination of membership (with or without an interview by the executive) for not following club terms and conditions as set out in the constitution, bylaws, code of conduct, policies and procedures.
- d) A member of the executive may be requested to resign with the agreement of seven (7) executive members, if the offending executive's behavior is counter-productive to the functioning of the executive.

II Fees

- a) Changes to the annual fee will be proposed by the treasurer to the executive in January based on budget requirements, communicated to members at the January general meeting and will be voted on by the membership at the March general meeting.
- b) Annual membership fees are due the beginning of the membership year, June 1st. New members may join at any time during the year. New members will also be assessed a one-time \$20.00 administration fee upon joining York Singles. New members who join from January to April will pay 50% of the annual fee (plus the \$20 administration fee.) New members joining in May will pay the next year's full membership and receive May member benefits at no charge but must pay the guest ticket rate should they attend the annual membership renewal party.

- c) The administration fee is waived for any previous member who is returning to York Singles.
- d) Members of the executive shall receive an honorarium equivalent to their next year's membership fee having served a full year should they re-join the club).
- e) Membership fees are non-refundable except during the six month probationary period should a membership application be denied.
- f) In cases where membership is discontinued by the executive for cause, the executive may or may not reimburse the member for the remaining months of the membership year.
- g) Where a member is unable to attend events for the year due to serious illness, the membership fee may be applied to the following year when the member is able to return or remaining months of the current year reimbursed at the discretion of the executive. Members who are no longer physically able to attend events due to illness may continue to receive the newsletter without paying the membership fee at the discretion of the executive to help them feel connected to their friends within the club.

III Responsibilities of Executive Members

- a) Executive members must be members in good standing in the club, must fulfill the requirements of their elected position, and maintain and act in accordance with the founding principles of the club as outlined in the constitution, bylaws, code of conduct, policies and procedures.
- b) The executive shall meet monthly to plan and carry out the social activities of the club, conduct the business matters of the club. They are to make every attempt to attend all meetings. Members are elected for a two-year term and for a particular position on the executive. Should they wish to change positions after the first year, they may do so, but must resign the initial position and be elected to a new two-year term in the new position

Chair

The Chair of York Singles has overall responsibility for the operation of the club. This includes:

- a) Ensuring York Singles constitution, by-laws, code of conduct, policies and procedures are followed.
- b) Financial oversight, ensuring all funds are properly accounted for and that signing authorities are in place.
- c) Signs contracts, and co-signs cheques on behalf of the club.
- d) Ensures correspondence, suggestions, and concerns from club members are properly addressed in a timely manner.
- e) Ensures disciplinary issues are addressed and followed up.
- f) Provides guidance and support to other executive members as needed.
- g) Chairs monthly club and executive meetings.
- h) Ensures executive members are prepared for executive and monthly meetings and that tasks are appropriately shared.

Vice Chair

The vice chair is back-up for the chair and in addition ☺ Ensures the York Singles constitution, by-laws, code of conduct, policies and procedures are up to date and available for reference at executive and general meetings

- a) Convenes a governance committee to oversee any changes to the above which need to be drafted and presented to the membership. (See terms of reference for the governance committee.)
- b) Fills in for the chair in their absence.
- c) Has signing authority for cheques and contracts.
- d) Convenes a nominating committee or in some other manner searches for members to run for club vacancies as they occur, and recommends them to the executive.

- e) Assists in the smooth running of the social functions of the club or other duties as delegated by the chair.
- f) Arranges for all aspects of executive elections.
- g) Ensures all executive members have their policy/procedures binders and that these are kept up-to-date for handing over to newly elected executive members.
- h) Ensures members are notified in advance of significant dates re submission of constitution, bylaws and code of conduct proposals.

Treasurer:

The treasurer is responsible for the financial aspects and records of the Club:

- a) Has signing authority for cheques and contracts,
- b) Receives and deposits all funds that come into the club,
- c) Ensures financial policies are followed and has account books and blank cheques on hand at all executive and general Meetings, as well as the annual general meeting.
- d) Will have computer skills to maintain a full and accurate account of all club funds in a monthly spreadsheet.
- e) Ensures payment of all regular monthly bills of the club and deposits income in a timely manner.
- f) Prepares an annual budget and presents it to the membership.
- g) Accounts monthly and annually, orally and in writing, to the membership and Executive on incoming and outgoing funds,
- h) Ensures social and executive have and complete the proper financial forms for accurate reporting of all monies incoming and outgoing.
- i) Ensures that all subsidized events are budgeted and approved by the executive and that a reconciliation report be presented and made available to members.
- j) Recommends to executive membership fees for the following year.
- k) Ensures that the required monies (a minimum of \$600) at year-end are transferred to the new executive.
- l) Collects all outstanding event fees and informs the executive of members not authorized to sign up for future events or renew membership until overdue fees are paid.

Secretary

The Secretary maintains the important governance records for the Club, records and distributes corrected minutes for all Executive and General Meetings.

- a) Minutes must accurately record all important motions and decisions.
- b) Ensures monthly minutes contain the names of all new members introduced by the membership director at that meeting and of anyone approved since the previous monthly meeting.
- c) Maintains governance records including the constitutions, bylaws, code of conduct, policies and procedures, and all minutes—all versions from inception of the club to current. Minutes include any attachments, such as financial reports, contracts etc., that were introduced at the meeting.
- d) Ensures minutes are distributed as follows: executive minutes to the executive and general meeting minutes to the membership via publicity.

Membership Director

The Membership Director acts as an ambassador for the Club:

- a) Meets with potential new members; ensures new members are informed of governing documents and that they meet the requirements for membership in the club; co-signs membership approvals.
- b) Possesses a pleasant and positive attitude; actively promotes the club and facilitates new memberships.
- c) Possesses good computer skills to maintain an up-to-date membership listing.
- d) Ensures new members are connecting at social events.
- e) Ensures membership forms are kept up to date and available.
- f) Ensures all membership monies are turned over to the treasurer.
- g) Along with one other executive member, agrees to the acceptance of new members; co-signs membership applications.
- h) Maintains a record of how prospective members learned about the club and reports to executive.

- i) Reports monthly to membership verbally and through general meeting minutes on the membership numbers and new members approved since the previous meeting.
- j) Advises the publicity director of the names and contact information for new members immediately upon acceptance.

Director of Publicity

The Publicity Director performs four communication functions:

- a) Ensures that York Singles public service announcements (PSAs) appear in a selected number of on-line and print publications and attempts to broaden the club's reach by finding new promotion opportunities.
- b) Monitors and provides input to the York Singles web site.
- c) Monitors York Singles email correspondence and either responds to questions from members or potential members, or forwards to appropriate executives in a timely manner.
- d) Maintains an updated membership list via the membership director and distributes it electronically on a regular basis, and sends out club materials, i.e. newsletter, event instructions, bulletins, to the members when requested by other executive members.

Directors of Social (3):

The social directors are responsible for the overall planning and execution of all club events with the assistance of the executive:

- a) Plan a variety of social events that take into consideration the requests of members, a balance of higher and lower cost outings and that are spread throughout the region.
- b) Prepare the calendar of social events for distribution at the general meeting and on-line, requiring basic computer skills.
- c) Ensure the continuation of ongoing events.
- d) Seek input from members at the general meeting and by other means regarding the types of social activities desired.
- e) Encourage members to volunteer their assistance at events.
- f) Convene or select a volunteer convener for each event.
- g) Work with each event convener to provide direction in planning and on-target budgeting
- h) Ensure that financial receipts are retained and a full accounting of income and expenses is provided to the treasurer for each event.
- i) Ensure members are aware of all event policies (i.e. cancellation policy and any deviations from that for specific events such as theatre tickets, bus trips etc.)
- j) Inform treasurer of all outstanding event fees.

Members at Large (2)

Members at large are responsible for assisting where needed:

- a) Provide assistance to the social director(s) and organization of events under their direction
- b) Work with the membership and social director(s) to mentor new members to help them integrate comfortably into the club milieu.
- c) Assist other executive members if requested.

- d) Maintain and update a spreadsheet listing the skills and interests of members willing to assist in the organization of the club for use in finding volunteers for club needs:
- e) Assist in finding volunteers to act as contact people or otherwise facilitate club events

IV Privacy

In view of the importance of privacy in today's society, the club as an entity (executive and members) has a duty to protect its members' privacy pursuant to the personal information collected as part of the membership approval process, promotion and the functioning of club activities. (See appendix A– Code of Conduct)

V Nominations

- a) Notice of upcoming elections at the AGM should be announced, the process involved and the members of the nominating committee if one is struck should be explained at the March general meeting.
- b) Nominations for open executive positions may be made in advance by notifying the vice chair or nominating committee in writing or by email. Nominations may also be made at the annual general meeting or any meeting involving a by-election.
- c) All nominations must be seconded by another member.
- d) A record of those nominated, the nominator and seconder shall be entered into the meeting minutes.
- e) Members wishing to run for an executive position may be nominated by other members or may self-nominate by indicating their interest to the nominating committee/vice chair.

VI Amendments

Notification of the dates when amendments are possible and the process by which amendments are to be made must be brought to the members' attention by the vice chair, three months prior to the date of a possible vote to allow sufficient time for proposals, counter-proposals, the collection of signatures and so on.

The dates are:

- a) Constitution: Annually: proposals 1 Feb; discussion February general meeting, counterproposals/amendments 10 March; discussion March general meeting Voting April general meeting.
- b) Bylaws and Governing Policies: Biannually: proposals/amendments 10 March or 10 Oct; discussion at general meeting of that month; Voting April or November general meeting.
- c) Membership Fees: [See Bylaw II Fees a] to be proposed by the Executive by February 1st, with member vote March general meeting.

Protocol for submissions is to be found in the constitution Section (6) Amendments to Governing Documents.

VII Committees

- a) There shall be a nominating committee of three (3) members including the vice-chair and general members in good standing.
- b) There shall be a governance committee appointed by the executive in June each year consisting of two executive members plus general members of the club as outlined in the governance committee terms of reference.
- c) Ad hoc committees may be formed at any time by members of the executive to address specific social projects, website etc.

VIII Club Events

Members are responsible for fostering harmonious interaction at all club meetings and events as well as in the conduct of all club business.

1.General Event Protocol

- a) Events should be paid for in advance except in extenuating circumstances.
- b) Should a member need to cancel attendance, or simply miss an event for which they have signed up, either prepaid or not, they must give 4 days' notice to the event convener or forfeit their payment for that event unless

they find a replacement. The executive may waive the penalty in certain circumstances (ie. recent death in the family, severe illness/injury.)

- c) Members may be prohibited from future paid events until past overdue attendance fees are paid.
- d) York Singles events are intended for club members but should insufficient number of members sign up by the deadline, outsiders may be invited to attend at the discretion of the executive. Some events may be designated as open to guests for other reasons at the discretion of the executive.

2. Yearly Subsidized Events:

Income beyond satisfying the ongoing monthly expenses of the club may be designated to subsidies of selected club events:

- a) Events must be open to all members and have general appeal.
- b) Events must accommodate the physical capabilities of our age group
- c) Events must have at least 1/3 of our current membership as indicated on an interest sheet when proposed.
- d) Events must not be ongoing weekly or monthly events.
- e) Our December gala and our year-end party will remain subsidized events and have priority, in keeping with our tradition since the inception of the club as they have attracted over half of our membership in the past. Funds available beyond these two events may be designated for an event or events each year at the discretion of the executive, subject to the funds available. Approval in one year does not constitute approval in future years.
- f) New members joining York Singles within a month of the annual membership renewal party will be assessed the guest ticket rate to attend the party.

CODE OF CONDUCT - Appendix A: As attached

APPENDIX A: Code of Conduct:

Revised and Approved by membership April 2019

Respect:

York Singles' mandate is to provide a range of social activities for single people over fifty years of age in a safe and comfortable environment. Members come from all walks of life, many different traditions and varied experiences. All members have contributions to make to the club. Members are expected to treat other members in a respectful, courteous and congenial manner, and to appreciate the efforts of the volunteers who work tirelessly on behalf of the club.

Privacy and Confidentiality:

Sharing of personal information is governed by the *Freedom of Information and Protection of Privacy Act*. Membership lists, telephone numbers, addresses, e-mail addresses, and photographs are not to be shared outside of the club for personal or commercial purposes. Documents containing personal information of members should be shredded upon disposal. These include monthly calendars, newsletters and any other information circulated to the membership. Dissemination of information outside of the club requires permission from the executive or the member or members involved.

Members who share intimate information in confidence with close friends in the club expect those friends to respect their privacy and treat such information as confidential and not to be passed on at random to other members.

Members have the right to decline to be photographed by other members and to ask not to have photographs displayed for personal or club use. The individual member is responsible for informing the photographer of his or her wishes at the

time. Permission for the use of photographs on promotional materials will always be requested in advance. Pictures of events and attendees may appear on the members only section of the website. Individual pictures may be removed upon request.

Use of Alcohol or Drugs:

The use of alcohol or drugs is a personal decision. However, when the abuse of either substance occurs during club activities the club has a responsibility to take action to protect the safety of all members present. Those who habitually drink alcohol to excess place everyone present in jeopardy, including the activity and the club itself. Members planning to consume substantial amounts of alcohol or drugs of any description are responsible for ensuring they have safe transportation home. Those arriving intoxicated at an event will be asked to leave immediately and measures will be taken to provide them with safe transportation. Such behavior may result in the member being barred from attending future events and in extreme cases having membership revoked.

Harassment/Abuse:

Defining harassment is not always an easy matter. Unwanted attention may render a club member uncomfortable and interfere with the enjoyment of club activities. Continued undesired attention may be considered harassment. York Singles is a social club not a dating service. Members interested in dating another member must approach them with discretion and consideration. Not everyone is interested in dating or forming intimate relationships. After having two or more invitations declined a member should refrain from making further invitations and respect the wishes and privacy of the other member involved.

Abuse can take many forms such as the use of unsavory, offensive or profane language or discriminatory practices. It can also be the sharing of confidential information about a fellow member or making derogatory comments. All members have equal rights regardless of their life situation, religion, sexual orientation or culture.

Physical abuse, violence or intimidation will not be tolerated. Breaches of the code of conduct will be dealt with by the executive and invite censure and possible expulsion from the club. Consequences applied by the executive are binding.

Policies for Events:

Members are expected to be aware of the policies with respect to the conduct of events that are outlined in the bylaws. These policies may change from time to time at the discretion of the executive relative to the type of event. Such Information regarding sign up sheets, payment, house parties, and other relevant matters is readily available to all members.

Car Pooling:

York Singles does not organize ride sharing to club events. Members wishing to car pool may contact others to do so. Members are strongly advised to obtain automobile liability insurance of \$2,000,000.00 or more.

Suggestions/Complaints/Compliments:

The hope of the club is that all members will be reasonably satisfied with the policies, the events, the conduct of members and the satisfaction of having a network of friends with whom to enjoy activities. Suggestions are always welcome, especially those submitted to the executive in writing that include solutions to a problem. Every effort will be made to remedy situations to everyone's satisfaction. However, given the size of the membership that will not always be possible. Submissions will be reviewed at or before the next executive meeting and be responded to directly. Compliments and positive feedback are always welcome.

Club morale is important. Concerns should be addressed to the executive as soon as possible in order to prevent them from increasing to the degree which they affect the enjoyment or operation of club activities. All concerns are taken seriously.
