

York Singles Club

*A volunteer-based, not-for-profit, social club
based in York Region, Ontario, Canada, established May 1999*

Bylaws

Amended November 2025

I Membership Fees

Annual membership fees are due at the beginning of the membership year, June 1st. New members will be assessed a one-time \$20 administration fee upon joining York Singles. The administration fee is waived for any previous member who is returning to York Singles. Membership fees are non-refundable after six months.

Changes to the annual fee, based on budget requirements, will be proposed to the executive by the treasurer ahead of the regular January meeting. Any changes are to be submitted to members at the regular January meeting, communicated to those not in attendance and voted on by members at the regular February meeting.

New members may join at any time during the year. New Members who join from January to April will pay fifty percent 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.

Members of the executive shall receive an honorarium equivalent to their next year's membership fee after having served a full year should they renew Club membership.

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. To help them feel connected to their friends within the Club, members who are no longer physically able to attend events due to

illness may continue to receive Club communications without paying the membership fee for the current year at the discretion of the executive.

In cases where an individual's 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.

II Responsibilities of Executive Members

Executive members must be members in good standing in the Club, must fulfill the requirement of their elected position, and maintain and act in accordance with the founding principles of the Club as outlined in the constitution, bylaws, and code of conduct.

The executive shall meet monthly to plan the social activities of the Club and to conduct the business matters of the Club. They are to make every attempt to attend all meetings. Any executive member who is absent for more than four consecutive executive meetings may be asked to resign from the position they hold.

Should executive members wish to change positions after the first year and are unopposed by any other candidate for that particular role, they may do so and the new position will count as the second year of their two-year term. However, if another member also wants to run for election for that particular role as well, it becomes a standard 2-year posting.

A member of the executive may be requested to resign with the agreement of seven (7) executive members, if the offending executive's behaviour is counter-productive to the functioning of the executive.

Chair

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

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

- a) 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.
- b) Convenes a governance sub-committee to oversee any changes to the above which need to be drafted and presented to the membership. (See Appendix A - Governance Sub-Committee.)
- c) Fills in for the chair in their absence.
- d) Has signing authority for cheques and contracts.
- e) 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.
- f) Assists in the smooth running of the social functions of the Club or other duties as delegated by the chair.
- g) Arranges for all aspects of executive elections.

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) Accounts monthly and annually the end of the membership year, orally and in writing, to the membership and Executive on incoming and outgoing funds.
- g) Ensures social and executive have and complete the proper financial forms for accurate reporting of all monies incoming and outgoing.
- h) Ensures that all subsidized events are budgeted and approved by the executive and that a reconciliation report be presented and made available to members.
- i) Recommends to executive membership fees for the following year.
- j) Ensures that the required monies (a minimum of \$600) at year-end are transferred to the new executive.
- k) 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) 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 five communication functions:

- a) Ensures that York Singles public service announcements (PSAs) appear in a selected number of on-line and print publications (where there is no cost associated) and attempts to broaden the Club's reach by finding new promotion opportunities.
- b) Monitors and provides input to the York Singles web site which is updated by another member who is interested in web design. This could involve preparing google docs for surveys, etc.

- 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 materials, i.e. mid-month newsletter, event instructions, bulletins, to the members when requested by other executive members.
- e) Promotes past events and upcoming general meetings via Facebook. Posts 2-3 Facebook Ads for recruiting new members, usually around June, September and January.
- f) Ensures that the most current governance records including the Constitution, Bylaws, Code of Conduct, and minutes of executive and regular meetings are stored on the website.

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.

III Election of Executive Members

The AGM will take place in the month of May. The main purpose of the meeting is to hold elections to fill open executive committee positions. 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 electronically at least two months in advance.

Copies of the executive position job descriptions (as outlined above in section II) should be made available during the regular meetings in March and April.

Nominations for open executive positions may be made in advance by notifying the vice chair or nominating committee. Nominations may also be made at the AGM. 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. The person being nominated must express a willingness to stand for election prior to the vote. All nominations, including self-

nominations, must be seconded by another member. A list of those nominated, the nominator and seconder shall be recorded in the AGM minutes.

Club members each hold one vote. Should more than one candidate be nominated for a particular position, ballots will be required. Balloted votes will be counted by two members of the executive who are not standing for that position. Candidates are declared elected following a vote of fifty percent plus one of those voting in person or electronically. If only one person is standing for a position they are acclaimed. Open positions, if acclaimed, require only a simple majority of hands raised.

Should a full executive not be voted in at this meeting, the remaining positions may be filled at a later date.

IV Committees

There may be a nominating committee of three (3) members including the vice-chair and general members in good standing.

There shall be a governance sub-committee appointed by the executive in June each year consisting of two executive members plus general members of the Club as outlined in Appendix A - Governance Sub-Committee.

Ad hoc committees may be formed at any time by members of the executive to address specific social projects, website etc.

V 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

Events should be paid for in advance except in extenuating circumstances. 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.

Where an event involves tickets purchased or reservations made that cannot be cancelled, there can be no reimbursement for cancellation or non-attendance.

The executive may waive the penalty in certain circumstances (ie. recent death in the family, severe illness/injury). Members may be prohibited from future paid events until past overdue attendance fees are paid. 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:

Events must be open to all members and have general appeal. Events must accommodate the physical capabilities of our age group. Events must have at least 1/3 of our current membership as indicated on an interest sheet when proposed. Events must not be ongoing weekly or monthly events. 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. 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.