

# **SARDIS SENIORS ACTIVITY CENTRE SOCIETY CONTSTITUTION & BYLAWS**

~2025~

## **CONSTITUTION**

The name of the Society is SARDIS SENIORS ACTIVITY CENTRE SOCIETY. The purpose of this Society is to offer recreational and social activities to seniors in the Sardis and Vedder area. This Society bases itself on democratic procedures and shall be nonpartisan and open to all seniors. This Society is funded primarily by its members to carry on activities for the benefit of its members. Upon liquidation or dissolution, this Society may distribute its money and other property to its members.

## **BYLAWS**

### **Article 1 Membership**

- a) The membership shall be open to any person having reached the age of 50 years.
- b) The annual membership fee shall be determined by resolution of the executive board.
- c) Membership fees are due and payable in January of each year.
- d) A Society member in good standing is a person who has paid the current fee.
- e) A Society member not in good standing ceases to be a member.
- f) Each member shall receive a membership card signed by a member appointed by the executive.
- g) Each member may attend any society meeting upon showing their membership card.
- h) Each member shall have one vote at all meetings of the society.
- i) A copy of the constitution and bylaws shall be available to each member.
- j) A member may resign but will not be able to receive a refund of their membership fee.

### **Article 2 Expulsion of Members**

- a) Any member of society, including a board member, may be removed from office or expelled for cause by a 2/3 vote of members present at a special meeting of the said Society, at which the required quorum is present. Any member or officer so considered must be notified in writing, with cause, at least 30 days prior to the special meeting.

### **Article 3 Meetings**

- a) All meetings of the Society shall be conducted according to Robert's Rules of Order.
- b) The annual general meeting shall be held in November of each year on a date determined by the board of directors.
- c) Regular general meetings shall be held twice annually, in March and September.
- d) Fifteen members shall be considered a quorum at a general meeting and must include 5 executive members.
- e) Six executive members shall form a quorum at an executive meeting, one of which must be the President or 1st Vice-President or 2nd Vice-President.
- f) A motion duly passed at any regular general meeting cannot be rescinded without a "Notice of Motion" to be tabled at the following meeting.

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### **Article 4 Annual Election of Executive**

- a) The executive shall be elected at the November Annual General Meeting and may hold office for a 2-year term commencing January 1st.
- b) Proxy voting shall not be permitted.
- c) The President, 2nd Vice-President, Treasurer, and a minimum of three directors shall be elected for the odd years; and the 1st Vice-President, Secretary, and a minimum of three directors for the even years.
- d) The immediate past President shall be a member of the executive.
- e) No member may hold the office for more than two 2-year terms (4 years) or, if no replacement can be found then they may be elected to serve another 2-year term. Executive officers may be elected to any position in which they have served the full 4 years providing a full 2 years have elapsed since they last held the elected office.
- f) A member must be in good standing to stand for office.
- g) When resigning, a letter of resignation shall be submitted by the resigning member to the president of secretary.
- h) If a vacancy shall occur in the offices of the Treasurer, 2nd Vice-President or the Secretary between annual general meetings, the President and or the Directors may appoint a member to fill such vacancy. A member so appointed holds office only until the conclusion of the next annual general meeting but is eligible for re-election at that meeting.

### **Article 5 Duties of Officers**

- a) The President shall exercise supervision over all the affairs of the Society, call executive meetings on a regular basis and be a member of all committees.
- b) The 1st Vice-President shall preside in the absence of the President and shall assist as required.
- c) The 2nd Vice-President shall assist as required and shall preside in the absence of the President and the 1st Vice-President.
- d) The Secretary shall conduct the correspondence of the Society, keep the minutes of all meetings, and have custody of all records and documents of the Society except those required to be kept by the Treasurer.
- e) The Treasurer shall receive all monies from members and committees and issue receipts for the same; shall deposit all monies so received in the bank or credit union in the name of the Society; shall keep separate accounts of monies received from various committees; and prepare a monthly statement. The Treasurer shall report all financial transactions, render financial statements, and submit an annual financial statement to the directors and members.
- f) The President and or the directors may at any time appoint a member as a director to fill a vacancy in the directors. A director so appointed holds office only until the conclusion of the next annual general meeting of the Society but is eligible for re-election at the meeting.
- g) The President may appoint additional members to perform functions of executives or directors, as required to fulfill the business of the Society until the next annual general meeting.

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### **Article 6 Finances**

- a) All monies received by members and committees on behalf of the Society shall be turned over to the Treasurer who issues a receipt for the same.
- b) No bill other than general operating expenses shall be paid unless authorized by the executive.
- c) c) No member shall receive remuneration.
- d) The assets of the Society shall not be used as collateral to borrow money.

### **Article 7 Absence**

- a) a) Any member of the Executive who is absent from 3 consecutive meetings without leave of absence may be removed from the board and replaced by appointment for the remainder of the term.

### **Article 8 Debts**

- a) The Society shall be responsible for all debts incurred by the Society.