

COMMITTEE OF THE WHOLE (WORKING SESSION) – MAY 24, 2006

POLICY AND OPERATING PROCEDURES FOR OLDER ADULT CLUBS IN THE CITY OF VAUGHAN

Recommendation

The Commissioner of Community Services, in consultation with the Director of Recreation and Culture, recommends:

1. That the existing Policy “Rules, Roles and Procedures Governing City of Vaughan Seniors Clubs” dated September 6, 2001, be replaced with a new policy entitled “Policy and Operating Procedures for Older Adult Clubs in the City of Vaughan” dated May 2006.

Economic Impact

There is no economic impact to the City of Vaughan for the 2006 budget year as the necessary resources are allocated and approved as part of the operating budget.

Purpose

The purpose of this report is to provide information and seek Council approval of the new “Policy and Operating Procedures for Older Adult Clubs in the City of Vaughan”. The new policy and operating procedures will replace the current policy that Vaughan senior’s clubs follow entitled; “Rules, Roles and Procedures Governing City of Vaughan Seniors Clubs” dated September 6, 2001.

Background - Analysis and Options

To streamline the club constitutions and some day-to-day operational activities, City of Vaughan Council, at it’s meeting on May 30, 2001, approved a report from the Director of Recreation and Culture that provided senior’s clubs with a policy entitled “Rules, Roles and Procedures Governing City of Vaughan Seniors Clubs”.

Since then, the complexity, diversity and requirements of older adult clubs has changed. There are currently sixteen (16) recognized seniors clubs representing over 2600 members in the City of Vaughan. Seniors clubs are volunteer based organizations operating in partnership with the City of Vaughan’s Department of Recreation and Culture to promote active living and deliver a variety of community recreation programs and services benefiting the health and wellness of older adults. Most clubs and groups currently operate utilizing city-operated facilities or leased space at no cost to them and receive additional ongoing support from Recreation & Culture and Building & Facilities staff. Depending on the size of the club, most have an elected Board of Directors representing the general membership. Club activities include, but are not limited to: cards, bingo, socials, arts and crafts, fitness classes, Tai Chi, guest speakers, and out trip activities.

The role of the Department of Recreation and Culture is to support the Board of Directors and club members to prepare, plan and deliver activities that promote a healthy lifestyle amongst the older adult population. In doing so, the Department works with the clubs on an ongoing basis and advises them on many aspects of program delivery such as board governance, budgeting, program development, administration, operating procedures, conflict resolution, communication and training. Building and Facility staff also provides ongoing assistance to clubs related to their allocated building and facility space needs.

To further assist the clubs, Recreation and Culture staff identified the need to provide the groups with more comprehensive operating guidelines that would assist in the communication, volunteer

training, and consistent delivery of club services. Staff has met with various clubs over the last year to gather information in order to formulate the new operating guidelines.

The new "Policy and Operating Guidelines for Older Adult Clubs in the City of Vaughan" (see Attachment #1) provides information for club executives and members in the following areas:

1. City of Vaughan Requirements

Section Includes:

- a. General role of older adult clubs affiliated with the City of Vaughan;
- b. Role and Responsibility of the City Liaison;
- c. Club Requirements from the City of Vaughan;
- d. Requests & Establishment of New Older Adult Clubs;
- e. Club space, equipment and inventory.

This is a new section that describes the role and responsibility of the City Liaison, what services that the City will provide to existing clubs and how the City of Vaughan will assess requests for the establishment of new clubs in existing and new areas of the City of Vaughan. Clarification is provided under section (e) Club Space, that when not in use by the club, the space may be utilized by the City of Vaughan for programs and community use. This section also identifies what standard equipment is provided by the City of Vaughan. Groups are encouraged to fundraise when additional equipment is requested beyond the scope of what the City of Vaughan can provide.

2. Club Operations – Guidelines

Section includes:

- a. Membership eligibility;
- b. Guidelines for Board of Directors and Holding Annual General Meetings;
- c. Election procedures;
- d. Terms of Office;
- e. Board of Directors
- f. Financial Management;
- g. Special Event Guidelines;
- h. Code of Conduct;
- i. Declaration of Interest;
- j. Motions;
- k. Deputations/Presentations;
- l. Standing Sub-Committees (only).

This section has been expanded to include detailed information regarding the functions and responsibilities of club executive and support operations to assist clubs in the planning and implementation of club activities. Under section (e) Board of Directors 10.6, clubs have requested that spouses may not hold positions nor stand for election on the same Board of Directors/Executive Committee at the same time during any term of office. All clubs agree to this change except for the Sonoma Heights Seniors Club. The Sonoma Heights Seniors Club has requested that this procedure be grandfathered for their club only.

3. Information Resources & Administration Forms

Section includes:

1. Sample membership templates;
2. Sample correspondence;

3. Sample meeting agenda and minute templates;
4. Sample sales report template;
5. Sample petty cash vouchers;
6. Sample financial report;
7. Declaration of Citizen's Rights and Responsibilities;
8. Operating guidelines for events such as Bingo.

This is a new section that provides helpful resources and sample administration forms to assist the clubs in their day-to-day operations. Under Resource #1 Membership Application and Waiver, clubs are encouraged to use the sample membership application forms when issuing club memberships as it includes membership terms, privileges and waiver information.

City Consultation with Older Adult Clubs

To prepare the operating guidelines staff met over a number of months to obtain input from older adult club executive members. On February 9, 2006 a half day meeting was held with club representatives in attendance. Subsequent to that meeting a follow-up meeting was held with club representatives on March 23, 2006 to review the document and provide further feedback. Members from S.A.V.I. (Seniors Association of Vaughan Inc.) were also in attendance.

During these meetings, participants recommended many positive changes to ensure that the information meets their present needs and future club sustainability. Club representatives were in support of the draft operating guidelines and at the conclusion of the consultative process, club representatives gave staff unanimous support to forward the draft "Policy & Operating Guidelines of Older Adult Clubs in the City of Vaughan" to Council for its review and consideration.

Club implementation of the Operating Guidelines

Several club representatives (i.e. President and/or Vice-President) noted that each club is at a different stage of development and not all of the operating guidelines can be implemented immediately (i.e., board job description requirements, how to prepare a financial report, minute taking). Due to the size and scope of each club, executives can elect to phase in various operating guidelines based on the club's scope and development. Clubs will also apply the operating guidelines wherever possible but due to the size and scope of the club some guidelines may not apply or be feasible to implement. For those clubs that require assistance, City of Vaughan Recreation and Culture staff (City Liaison) will provide training and work with the groups to phase in or apply the operating guidelines wherever possible.

Communication and Implementation

Communication is extremely important in the successful implementation of the new "Policy and Operating Procedures for Older Adult Clubs in the City of Vaughan" document. The guidelines will be translated into Italian for those clubs who require translation. Copies of the document in English/Italian will be available to the President and Vice-Presidents of the clubs to share with their executive and members. The City Liaison assigned to each club will provide the necessary training to the executive and provide answers and support as it relates to each club's needs. As noted above, City of Vaughan Recreation and Culture staff will work with clubs and groups to phase in various aspects of the operating guidelines over time based on each club's development.

Relationship to Vaughan Vision 2007

This report is consistent with section 1.3 of the Vaughan Vision 2007 as it provides for effective and efficient delivery of services.

This report is consistent with the priorities previously set by Council and the necessary resources have been allocated and approved.

Conclusion

Older adult clubs are volunteer non-profit based organizations that are recognized by the City of Vaughan in the delivery of recreation programs and services. The seniors clubs affiliated with the City of Vaughan have been operating under the "Rules, Roles and Procedures Governing City of Vaughan Seniors Clubs", since May, 2001. Due to growth and change within the clubs, City of Vaughan staff in collaboration with club executives in Vaughan developed a new "Policy and Operating Guidelines for Older Adult Clubs in the City of Vaughan." The intent of the policy and operating guidelines is to assist the clubs and groups in the communication, operation, resource allocation, volunteer training, and delivery of club services.

Attachments

1. Policy and Operating Procedures for Older Adult Clubs in the City of Vaughan (May 2006) – Preamble and Policy Statement.
2. Policy and Operating Procedures for Older Adult Clubs in the City of Vaughan (May 2006).
3. Rules, Roles and Procedures Governing City of Vaughan Seniors Clubs (2001).
4. Summary of Seniors Clubs in the City of Vaughan – May 2006.

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Respectfully submitted,

Marlon Kallideen
Commissioner of Community Services

**Policy and Operating Procedures
for Older Adult Clubs in the City of Vaughan**

Preamble

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.

The following Policy and Operating Procedures document for Older Adult Clubs in the City of Vaughan provides standards and resources to enable staff and older adult clubs to work together to deliver a variety of services to the residents of Vaughan.

Policy Statement

The City of Vaughan, Department of Recreation and Culture, recognizes that older adult club Boards of Directors and members may need support and resources to prepare, plan and deliver activities that promote a healthy lifestyle amongst the older adult population.

The Department recognizes that this support may be in the form of advice and/or resources with respect to the many aspects of programme delivery such as Board governance, budgeting, programme development, administration, operating procedures, conflict resolution, communication, allocation of facility space and training.

The Department of Recreation and Culture recognizes that given the size and scope of each club, not all of the operating procedures may apply. City of Vaughan staff will work with each club in the interpretation and implementation of the operating procedures to ensure they are implemented in a fair and equitable manner. Some phasing in of various procedures may be required due to the uniqueness of each club board's development.

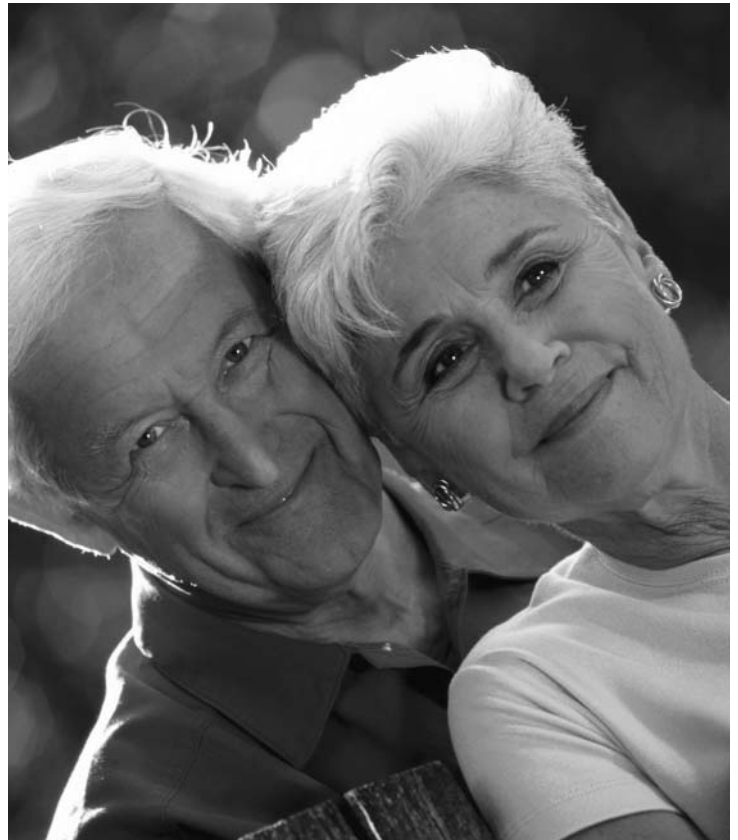


POLICY AND OPERATING PROCEDURES

Older Adult Clubs in the City of Vaughan



May 2006



POLICY AND OPERATING GUIDELINES: Older Adult Clubs
in the City of Vaughan

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CITY OF VAUGHAN OLDER ADULT CLUBS

INTRODUCTION

One of the primary roles of the Department of Recreation & Culture 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 intent of the new “Operating Procedures for Older Adult Clubs in the City of Vaughan,” is to replace and provide an updated version of the “Rules, Roles and Procedures Governing City of Vaughan Seniors Clubs” dated September 6, 2001 which was previously approved by City of Vaughan Council.

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

Section I 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 and the Establishment of New Clubs.

Section II outlines the Older Adult Clubs Operating Procedures which include: Membership Eligibility, Board Governance, Term of Office, Meetings and Elections, Financial Management, Election Procedures to name a few. The City of Vaughan recognizes that each club is unique in size, scope of activities and resources that are available. The City of Vaughan recommends that older adult clubs operate according to the operating procedures outlined in this document. An older adult club of 300 members will have different needs than an older adult group of 25 members. Given the reality of each older adult club, some operating procedures may not apply and/or may require the operating procedures phased in over time based on the volunteer resources available.

CITY OF VAUGHAN OLDER ADULT CLUBS

Section III 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.



SECTION I:

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 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 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 assist with club reports, minutes, financial statements on an ongoing basis;
- Provides and reviews older adult club guidelines;
- Provides training and orientations 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 5.0 Membership Eligibility;
 - 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

- 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 Residents requesting the establishment of a new club in an existing area of Vaughan will be referred to the nearest established club within a 15km radius.
 - 4.1.2 Staff will work with individuals to transition into established club and/or group in the area.
- 4.2 **Requests to establish a new club in a new area of Vaughan.**
 - 4.2.1 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.

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

- 4.2.2 The letter should include: the name, purpose of the club, type of proposed activities, along with a list of names and addresses of proposed members.
- 4.3. The following guiding principles will be used to assess the establishment of a new club in the City of Vaughan:
 - 4.3.1 No other older adult club exists within a 15km radius and offers older adult recreational services.
 - 4.3.2 The mandate of the club must provide social, recreation, health and wellness, arts and culture activities for older adults who live in the area of the proposed club.
 - 4.3.3 The individuals requesting the establishment of the new club must reside in the community where the club is being requested.
 - 4.3.4 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. Men must be 60 years of age and older and women 55 years of age and older.
 - 4.3.5 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.
- 4.4 Process and Acknowledgement of Requests
 - 4.4.1 In new areas of the city, the availability of existing community resources (i.e. schools, churches, etc.) will be investigated. The availability of leased or rented retail space will be considered only as a last resort and will require City of Vaughan Council approval.
 - 4.4.2 The individual(s) requesting a new club will receive a letter in writing acknowledging the receipt of their request.
 - 4.4.3 Staff will review the request and based on the criteria, make a recommendation to Council.
 - 4.4.4 A follow up letter on the outcome of the request will be provided to the individual(s).

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. Older adult groups that operate in a community centre will have preferred use of an activity room (older adult room). The allocation of space for a group is determined based on staff's assessment of the utilization and appropriate activity for the space. The Department of Recreation & Culture, from time to time, reserves the right to move the location of the activity. Space provided to older adult clubs, when not in use, may be utilized by the City of Vaughan and/or other programs.
 - 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 Department of Recreation & Culture 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 space to operate their events and activities. Standard room equipment includes:
 - locked storage space
 - basic cable TV service (where feasible to install)
 - access to kitchenette facilities (where available)

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

- telephone
- access to washrooms
- basic furnishings, such as tables and chairs
- shared office space, where available
- information / bulletin board
- coat racks
- basic office supplies
- cleaning and repairs

All additional club enhancements (ie. 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 Department of Recreation & Culture 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.



SECTION II:

OLDER ADULT CLUBS OPERATING PROCEDURES

6.0 MEMBERSHIP ELIGIBILITY

- 6.1 Any individual, without discrimination, resident or City of Vaughan business 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. To be eligible, men must be at least 60 years of age and women must be at least 55 years of age.
- 6.2 A City of Vaughan resident is anyone who lives permanently in the City of Vaughan. 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 should not exceed ten percent (10%) of the overall membership. Non-residents who become members may not vote or hold office.
- 6.2.3 Guests are welcome to participate in up to two club events at which point they should 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.

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- 6.5 A club member can be a member of more than one club in order to participate in various club activities, however members are eligible to vote and hold office at one club only.
- 6.6 The number of memberships issued may be limited. Limiting memberships due to size is at the discretion of the Board of Directors in consultation with the Department of Recreation & Culture and reviewed and determined on an annual basis.
- 6.7 All interested applicants must complete a membership application form (See Appendix 1).
- 6.8 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.
- 6.9 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.
- 6.10 All members are required to abide by the spirit of the Code of Conduct for municipal employees. Failure to do so may result in suspension from the club and all club events, locations and property.
- 6.11 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 BOARD OF DIRECTOR & GENERAL 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.
- 7.1.2 Meeting dates should be posted on the club bulletin board. Meetings must have a quorum present.
- 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 should be prepared and circulated in advance. The agenda must include the review, approval and/or amendments of the minutes

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from the previous meeting (Appendix 4).

- 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 should 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 and posting the minutes of the past meeting together with the most recent club financial report, prepared by the Treasurer, at the club location. Additional copies of the minutes must be made available to members at their request. Under no circumstances may minutes or financial reports be withheld from members. (Resource 5) 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 absent from the meetings of the Board of Directors for three (3) consecutive regularly scheduled meetings (without prior notification to the Secretary), the Board of Directors may appoint another current Board member as a replacement.
- 7.4 If a Board Member is absent for three (3) consecutive meetings (without prior notification to the Secretary) their position will be considered vacant and filled as per the direction on vacancy (12.17).
- 7.5 **Annual General Meetings**
 - 7.5.1 Annual General Meetings will take place once a year as determined by the Board of Directors.
 - 7.5.2 Announcement of the Annual General Meeting will be posted at the club by the Secretary at least four weeks prior to the date.
 - 7.5.3 The Annual General Meeting will include: agenda, approval of previous minutes and financial report. Election for Board of Directors may be held at a

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subsequent meeting from the AGM.

- 7.5.4 Minutes shall be taken at the Annual General Meeting 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 Annual General Meeting 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 Annual General Meetings as listed above.

8.0 ELECTION PROCEDURES

- 8.1 All elections must be held within sixty (60) days of the anniversary of the previous election (exception item 8.1).
- 8.2 The election date will be determined by the Board of Directors, in consultation with the Department of Recreation & Culture, 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 month prior to the election.
- 8.4 One month prior to the election, eligible voters shall be notified by mail issued by the club Secretary in co-operation with the Department of Recreation & Culture.
- 8.5 All City of Vaughan older adult club elections shall be conducted under the supervision of City of Vaughan, Department of Recreation & Culture staff.
- 8.6 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 pieces of identification proving City of Vaughan residency and sign in before entering the election. Members who have obtained membership during the three months prior to the date of the election may neither vote nor attend the election. Non-resident members may not be nominated for election.
- 8.7 Voter eligibility will be confirmed by City of Vaughan staff

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on the day of the election.

- 8.8 There shall be no proxy votes.
- 8.9 Eligible voters may only vote for one nominated candidate per position.
- 8.10 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.
- 8.11 Election/appointment of any Board of Directors member should be conducted in a non-discriminatory manner to ensure fair and equitable procedures and practices.
- 8.12 Scrutineers will be randomly chosen to assist City of Vaughan staff from any present member in good standing who has not been nominated for a position on the Board of Directors to assist City of Vaughan staff.
- 8.13 Election Procedures
 - 8.13.01 A motion from the floor will be made, and seconded, to open elections by the General Assembly.
 - 8.13.02 Election procedures will begin with nominations 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)
 - Board Members (minimum of 3/maximum of 5)
 - 8.13.03 Executive Committee Elections
 - 8.13.03.01 For each Executive Committee position a club member will nominate a potential candidate. This must be seconded by another club member.
 - 8.13.03.02 Nominations will continue until there are no more nominations from the floor for that position at which time nominations will close for that position.
 - 8.13.03.03 Each nominated candidate will be asked by the City Liaison if they will stand for election to that position.

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8.13.03.04 If only one candidate accepts the nomination, that candidate will be acclaimed to said position.

8.13.03.05 If two or more candidates accept the nomination:

- Ballots will be distributed to all eligible voters.
- Ballots will be counted with the aid of the randomly selected scrutineers.
- The successful candidate will be announced prior to proceeding to the next available position.

8.13.04 Board Member Elections

8.13.04.01 For the Board Member openings, the nomination procedure will follow the guidelines set out for nominating the Executive Committee candidates.

8.13.04.02 A vote will only take place if the number of nominations exceeds the number of available positions, other-wise the nominated members will be acclaimed.

8.13.04.03 If the number of nominations exceeds the number of Board Member positions:

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

8.15 Any ballot that does not follow the above outlined procedure will be considered spoiled and will not be counted.

8.16 No By-Elections will be called.

SECTION II: Older Adult Clubs Operating Procedures

8.17 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.

Under some circumstances, the length of office may be extended in consultation with the City liaison.

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

A member of the Board of Directors may resign before their term of office is completed due to personal reasons. In the event of a resignation of a Board or executive member, it is recommended that the said member will provide a written letter of resignation to the club Board.

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

8.3.2 The President will prepare a letter to the membership indicating that the Board Member has resigned from the Board. The executive will acknowledge and thank the Board member for their support (See Appendix 3).

8.3.3 The letter will be posted on the club bulletin board for not more than 30 days.

10.0 BOARD OF DIRECTORS

The general membership elects the Board of Directors and the Board of Directors determine (via an election if required) the Executive Committee. The Executive Committee is named within two (2) weeks of the Annual General Meeting. (NOTE: All exceptions must receive prior approval from staff).

SECTION II: Older Adult Clubs Operating Procedures

- 10.1 The General Membership will elect the Executive Committee and the Board of Directors.
- 10.2 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.
- 10.3 The majority (50% + 1) of elected club executives must be from the community the is located in.
- 10.4 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.
- 10.5 There should be a minimum of seven members on the Board of Directors to a maximum of nine 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.
- 10.6 Spouses may not hold positions nor stand for election on the same Board of Directors/Executive Committee at the same time during any term of office. Spouses may hold positions as part of sub committees established by the Board of Directors.
- 10.7 Where possible there will be equal representation from both genders on the Board of Directors.
- 10.8 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/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.
- 10.9 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 Department of Recreation & Culture.

10.10 **POSITION DESCRIPTIONS:**

10.10.1 **POSITION: Club President**

Basic Functions:

The President acts a liaison between club members, the Board of Directors and the City of Vaughan, Department of Recreation & Culture. 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 Guidelines.

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.
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 an executive summary of the club's activities for the year. A copy must be made available to the Department of Recreation & Culture.
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.

Eligibility Requirements:

To be eligible for candidacy to stand for election to the position of club President, the nominated candidate must: be fully retired, be a current member in good standing of the club, in good standing with the City of Vaughan and have been a club member for at least two (2) years. The nominated candidate must be present throughout the entire election process.

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.

10.10.2 **POSITION: Club 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, the 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 Guidelines.
5. Assume the duties and responsibilities of the club 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.

Eligibility Requirements:

To be eligible for candidacy to stand for election to the position of club Vice-President, the nominated candidate must: be fully retired, be a current member of the club in good standing, in good standing with the City of Vaughan and have been a club member for at least two (2) years. The nominated candidate must be present throughout the entire election process.

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.

10.10.3

Position: Club 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. Oversees the volunteers responsible for any financial items at club functions or events.
5. Responsible for the depositing of club funds into the club account and keeping an up to date record of said transactions.
5. 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.)

SECTION II: Older Adult Clubs Operating Procedures

8. Be one of the signing officers for the club's financial accounts.
9. Under the direction of the Club President, post financial reports and make available upon request financial information to club members.

Eligibility Requirements:

To be eligible for candidacy to stand for election to the position of Club Treasurer, the nominated candidate must: be fully retired, be a current member of the club in good standing, be in good standing with the City of Vaughan and have been a club member for at least two (2) years. The nominated candidate must be present throughout the entire election process.

Beneficial Skills:

Accounting, budgeting, administrative skills, previous volunteer experience.

10.10.4

POSITION: Club Secretary

Basic Functions:

The Secretary shall assist the President in establishing the agenda, prepare and maintain notices, information boards and correspondence; record, read, distribute and post the minutes and financial records of both the club's Board of Director meetings and General Meetings 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 and be responsible for posting the club financial report as prepared.
3. Ensure that all minutes and financial reports are posted in the older adult club room and monitor and maintain the placement of information within the facility.
4. 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 Guidelines.
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.).

Eligibility Requirements:

To be eligible for candidacy to stand for election to the position of Club Secretary, the nominated candidate must: be fully retired, be a current member of the club in good standing, in good standing with the City of Vaughan and have been a club member for at least a year. The nominated candidate must be present throughout the entire election process.

Beneficial Skills:

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

10.10.5

POSITION: Board Member

Basic Functions:

Board Members 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:

Board Members 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.

SECTION II: Older Adult Clubs Operating Procedures

4. Ensure that all members of the Board and the club adhere to the City of Vaughan Older Adult Club Operating Policy Guidelines.
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.

Eligibility Requirements:

To be eligible for nomination to stand for election to the position of Board Member, the nominated candidate must: be fully retired, be a current member of the club in good standing, be in good standing with the City of Vaughan and have been a club member for at least two (2) years. The nominated candidate must be present throughout the entire election process.

Beneficial Skills:

Special event planning, able to work in a group and/or previous volunteer experience, good interpersonal skills.

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 posted by the Secretary in a public area at the club location for its membership. A financial record template will be provided by the City of Vaughan for the Treasurer to follow (Appendix 7).
- 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, Department of Recreation & Culture, requires the financial statement (all expenditures and revenues) of the club on an annual basis by January 31 of the following year or as required.

SECTION II: Older Adult Clubs Operating Procedures

- 11.7 Each recognized older adult club will receive an annual Community Service Seniors Grant as determined by City Council. These funds are available to offset operating costs.

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 of Citizens' Rights and Responsibilities and as outlined in the City of Vaughan Safe Community Centre Policy (available from City Liaison).
- 13.2 Appropriate behaviour is expected from all club members at all club activities and club assemblies.
- 13.3 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, remove the said Director from office at a special meeting of the club, which will be convened to consider the Director's behaviour within a timely manner.
- 13.4 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;

SECTION II: Older Adult Clubs Operating Procedures

- 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.

13.5 Discipline of club members

13.5.1 It is recommended that two representatives be appointed to deal with disciplinary matters, one being the President.

13.5.2 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.

13.5.3 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.

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 should be duly moved and seconded before it is open for discussion.
- 15.2 All motions should be voted upon and recorded.
- 15.3 In the event of a tie, the President shall cast the deciding vote.

16.0 DEPUTATIONS/PRESENTATIONS

- 16.1 The Board of Directors may hear depositions/presentations with reference to matters defined as their responsibility.
- 16.2 To present before the Board of Directors, a club member should forward 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, sub-committees, etc. as part of their club. If they are, they may be established at the Annual General meeting.

- 17.1 Sub-committees 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 sub-committee. Each Director assigned to a sub-committee will also be the chair of the subcommittee.

Each sub-committee must have two (2) to five (5) members.

- 17.2 The General rules and responsibilities of each sub-committee will include:
 - Selecting a minute taker;
 - Budget preparation and financial reporting (Appendix 6);
 - Planning and implementing various club activities;
 - Providing reports to Board of Directors meetings; and
 - Recruit additional volunteers, as required.

SECTION II: Older Adult Clubs Operating Procedures

- 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 club 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.

SECTION II: Older Adult Clubs Operating Procedures

- 17.5.6 Seek approval of all expenditures, and prepare a financial report, including all receipts, for the club 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 Appendix ??) is to be used for membership applications.
 - 17.6.5 Prepare a financial report for the club Treasurer.



SECTION III:

INFORMATION RESOURCES

RESOURCE 2: 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 (winnings).
- The two (2) Board members will determine the number and types of games and prizes before the Bingo games begin.
- One of two 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)
- 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 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 3: Resignation Letter Club Executive Member - Sample LETTER

Monday, November 21, 2005

Dear Members of Greendale Seniors Club:

I wish to inform you that Susan Underwood has resigned her position as vice-president effective October 26, 2005. 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

RESOURCE 4: 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

RESOURCE 5: 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

RESOURCE 6: 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: _____

RESOURCE 7: SAMPLE TEMPLATE FOR FINANCIAL INFORMATION

ORGANIZATION: _____

FINANCIAL INFORMATION

Fiscal Year 2006 *(current year)*

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: _____

RESOURCE 9: DECLARATION OF CITIZENS' RIGHTS & RESPONSIBILITIES

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

*Written by Councillor Tony Carella, based on Vaughan Vision 2007
Adopted by the Council of the City of Vaughan, February 28, 2005*

RESOURCE 10: 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 Department of Recreation & Culture 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 a 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.

Resident:

A person residing in the City of Vaughan.

Sub Committees:

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

Volunteer:

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

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.

RULES, ROLES & PROCEDURES GOVERNING CITY OF VAUGHAN SENIORS CLUBS

Regoli, Ruoli e Procedure Governando I Clubs Degli Anziani Della Città di Vaughan

1. Introduction
1. Introduzione

Tutti i clubs degli anziani nella città di Vaughan addoperrerranno in accordo della struttura di consigli consultativi come selezionati e in accordo con la volontà dei membri presenti durante le riunioni tenute nell'inverno del 2001.

All City of Vaughan Seniors clubs will operate according to the Board of Directors structure or the Advisory Committee structure as selected and agreed upon by the majority of members in attendance at the winter 2001 meetings.

2. Membership Criteria
3. Criteria per essere membro

- **Il tesseramento sarà limitato ai residenti di Vaughan e coloro che pagano tasse su proprietà nella città di Vaughan.**
- **Uomini debbono avere una minima di 60 anni e donne di 55 anni.**
- **Residenti inabile possono diventare membri se hanno 50 anni. Saranno considerati membri senza diritto al voto e non potranno fare parte del Consiglio Direttivo.**
- **Ogni membro dovrà pagare per avere una tessera. Quando necessario dovrà pagare una tassa per l'attività.**
- **Ogni persona desiderando una tessera dovrà presentarsi in persona. Sono esclusi quando un coniugio la compra per l'altro.**
- **Ogni persona desiderando la tessera dovrà firmare una dichiarazione Codice Etica.**
- **Membership is restricted to residents or taxpayers only**
- **Men must be 60 years of age +, women must be 55 years of age +**
- **Disabled residents may become members at age 50 years of age, however, they will be considered non-voting and unable to be a member of the Board of Directors**
- **All members must pay an annual membership/activity fee**
- **All memberships must be obtained in person with the exception of a spouse**
- **All members will be requested to sign a City of Vaughan Code of Ethics declaration**

4. Term of Office
4. **Periodo di Carica**

Il periodo di carica del Direttivo/Consiglio Consultivo avrà una durata di due anni, iniziando al momento delle elezione/nomina.

The term of office for Boards of Directors/Advisory Committees is two years commencing from time of election/appointment unless otherwise noted.

5. Board of Directors
5. **Consiglio Direttivo**

- **Tutti i membri del Direttivo oppure Consiglio Consultivo debbono avere l'età minima di - uomini 60 anni e donne 55 anni.**
- All members of the Board of Directors/Advisory Committee must meet the age requirement and be retired.
- **Il Consiglio Direttivo oppure Consiglio Consultivo rifletterà la equità dei membri del club quando possibile.**
- The Board of Directors/Advisory Committee must reflect gender equity whenever possible
- **Il Direttivo sarà composto di cinque ai sette membri, quest ultimo dipenderà sul numero totale dei membri.**
- Depending on the size of the club, there should be 5 to 7 members on the Board of Directors
- **Il Consiglio Direttivo includerà un Consiglio Esecutivo composto dal president, vice presidente, segretario e tesoriere.**
- All Boards of Directors will include an Executive Committee of President, Vice President, Secretary and Treasurer
- **Candidati per il Consiglio Direttivo devono essere membri stimati per un minimo di un anno anteriormente le elezione/nomina al Consiglio.**
- Candidates for the Board of Directors must be members in good standing for a minimum of one year immediately prior to their election/appointment to the Board
- **Marito e moglie potranno partecipare sul Consiglio Direttivo o il Consiglio Consultivo nello stesso tempo.**
- There can be spouses on the Board of Directors/Advisory Committee
- **I membri generali del club eleggeranno il Consiglio Direttivo. Il Consiglio Direttivo poi sceglierà un Consiglio Esecutivo (se necessario tramite elezione dallo stesso Consiglio Direttivo). Questo ultimo sarà scelto entro due settimane dalla data dell'ultima Riunione Generale. (Nota Bene: Tutti eccezione debbono prima ricevere autorizzazione dall'impiegati comunale.**
- The general membership elects the Board of Directors and the Board of Directors determine (via an election if required) the Executive Committee. The Executive Committee is named within two weeks of the Annual General Meeting. (**NOTE:** All exceptions must receive prior approval from staff.)

6. Election Procedures
7. **Procedure Elettoriale**

- **Tutti elezioni biennale saranno tenuti durante L'assemblea Generale Annuale. Tutti Riunioni Generale Annuale saranno tenuti durante il mese di settembre.**
- All bi-annual elections will be held at a club's Annual General Meeting. All AGMs will be held in the fall of the year.
- **La data della Riunion Generale Annuale sarà scelta dal Consiglio Direttivo/Consiglio Consultivo. Un avviso sarà affisato sull'albo nella locale del club.**
- A notice of the election date will be determined by the Board of Directors/Advisory Committee and posted at the club.
- **Tre mesi prima delle elezione un elenco di persone col diritto al voto sarà messo in esposto nella sede del club.**
- Three months prior to the election, a list of eligible voters will be posted at the club
- **Un mese prima delle elezione tutti i membri saranno notificati in scritto.**
- One month prior to the election, members will be notified by mail
- **Il giorno delle elezione, l'impiegati comunale controlleranno l'entrata al locale per assicurare che soltanto coloro al diritto al voto parteciperanno.**
- Voter eligibility will be verified at the door by staff on the day of the election
- **L'impiegati comunale dirigeranno la procedura elettorale preperando e contando le schede di votazione.**
- Staff will conduct the election process, prepare and count the ballots
- **Le procure non saranno accetatti.**
- There will be no proxy votes allowed
- **Tutti quelli nominato dovranno essere presenti.**
- All nominees must be present
- **Nominazione saranno presi e secondati dalla platea.**
- Nominations will be taken from the floor and seconded
- **I nomi di quelli nominati saranno messi in esposto.**
- Names of nominees will be posted
- **Se necessario, ci sarà un voto segreto.**
- If required, there will be a vote by secret ballot
- **Scrutatori saranno scelti a casaccio ad eccezione dei candidati.**
- Scrutineers will be selected at random with the exception of candidates
- **I candidati eletti saranno annunciati imediatemente seguente il voto.**
- Successful candidates will be announced immediately following the election

8. Meetings

9. Riunione

- **La presenza di una magioritá dei membri includendo il presidente costituirá un quorum. Metá dei membri piu uno sarà considerata una maggioranza.**
- The attendance of a majority of the members including the President shall constitute a quorum. A "majority" shall be considered as one half the number of members plus one
- **Se un quorum non é presente mezz'ora dopo l'ora prevista per la riunione, il president/vice presidente aggiornerná la riunione alla prossima data prevista oppure una data stabilita dal presidente.**

- If no quorum is present one half hour after the time scheduled for a meeting, the President/Vice President shall adjourn the meeting until the next meeting date or at the call of the President
- **Al principio della riunione l'ordine del giorno sarà confermata. Se c'í sono cancellature oppure articoli di aggiungere, l'ordine del giorno sarà ammendato.**
- 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.
- **Un verbale sarà presa a tutte le riunione Esecutive, Generale/Consigli Consuntivi dal segretario oppure designato.**
- Minutes will be taken at all Executive and General Meetings/Advisory Committee meetings by the secretary or designate
- **Quando richiesto il verbale sarà disponibile a tutti i membri del club.**
- Minutes must be made available to all members upon request
- **Tutti le Riunione Generale Annuale includeranno i prossimi: l'ordine del giorno, il rapporto finanziario e quando necessario, l'elezione di un Consiglio Direttivo.**
- All Annual General Meetings will include: agenda, financial report and, if required, election of a Board of Directors

10. Declaration of Interest

11. Dichiarazione di Interesse

Membri dei clubs degli anziani hanno una responsabilità personale di dichiarare una diretta oppure indiretta interesse pecuniario (monetario) su qualsiasi faccenda davanto il Consiglio Direttivo/Consiglio Consultivo. Membri del Consiglio Direttivo/Consiglio Consultivo che hanno un interesse su qualsiasi faccenda non possono proprorrere, secondare e neppure votare sulla faccenda.

Members of all City of Vaughan Seniors Clubs have a personal responsibility to declare a direct or indirect pecuniary interest on any matter before the Board of Directors/Advisory Committee. Members of the Board of Directors/Advisory Committee who have an interest on any matter may not move, second or vote on this matter.

12. Deputations/Presentations

13. Deputazione/Presentazione

Il Consiglio Direttivo potrà sentire deputazione/presentazione refirendo ai faccendi definite come le loro responsabilità.

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

14. Motions

15. Mozione

- **Ogni mozione dovrà essere presentata, debitamente proposta e secondata e aperta per dibattito.**

- Every motion must be presented, duly moved and seconded and open for discussion
- **C'í sara un voto per ogni mozione presentata e sará registrata.**
- All motions shall be voted upon and recorded
- **Nel caso di pareggio il presidente voterá per decidere il risultato.**
- In the event of a tie vote, the President shall vote in order to decide the vote

16. Duties of the Board of Directors

17. Responsabilitá del Consiglio Direttivo

- **Il presidente presiederá ad ogni riunione**
- The President shall preside at every meeting
- **Ad ogni riunione il presidente assicurerá che tutti presenti osservano l'ordine e un senso della dignitá.**
- The President shall enforce, at all meetings, the observance of order and decorum among the members

Discipline

Diciplina

- **Ogni azione diciplinaria é la responsibilitá del Consiglio Direttivo/Consiglio Consultivo con la cooperazione dei impiegati comunale.**
- All disciplinary action is the responsibility of the Board of Directors/Advisory Committee in co-operation with staff
- **Ogni Consiglio Direttivo/Consiglio Consultivo sceglierá due rappresentanti che si impegnano di fatti diciplinari.**
- Every Board of Directors/Advisory Committee will appoint two representatives to deal with disciplinary matters
- **Processo Diciplinario:**
 - i. verbale
 - ii. in scritto
 - iii. suspension

- * Disciplinary Process:
1. verbal warning
 2. written warning
 3. possible suspension

Attendance

Presenza

- **Se un membro del Consiglio Direttivo non puo essere presente ad una riunione regolare del Consiglio Direttivo, il membro avviserá il segretario prima della riunione. Questo aiuterá a determinare se c'í sará un quorum.**
- Should a member of the Board of Directors not be able to attend a regular meeting of the Board, the member shall advise the Secretary prior to the meeting. This will assist in determining if there will be a quorum.

- **Se un membro é assente dalle riunione del Consiglio Esecutivo tre volte consecutive (senza giustificazione), il Consiglio Direttivo potrà scegliere un altro membro del Consiglio Direttivo di rimpiazzarlo sul Esecutivo**
- If an Executive member is absent from meetings of the Board of Directors for three (3) consecutive, regularly scheduled meetings (without justification), the Board of Directors may appoint another current Board member as a replacement on the Executive
- **Se un membro é assente dalle riunione del Consiglio Direttivo tre volte consecutive (senza giustificazione) puo essere rimosso dal Consiglio Direttivo.**
- If a member of the Board of Directors is absent for three (3) consecutive, regularly scheduled meetings (without justification), they can be removed from the Board of Directors
- **La loro posizione sará rimpiazzata alla prossima riunione Generale Annuale.**
- Their position will be filled at the following Annual General Meeting

Financial Management **Controllo Finanziario**

Tutti i clubs, senza riguardo la loro struttura, funzionera in accordo delle politici e procedure della Cittá di Vaughan. Quest'ultime saranno provvisti dall'impiegati comunale.

All clubs, regardless of structure, will operate according to City of Vaughan financial policies and procedures (to be provided by staff to each club).

Hours of Operation **Ori di Apertura**

- **I clubs che operanno nelle centre comunitari della Cittá di Vaughan devono obbedire le ore di apertura determinati dal reparto Ricreazione e Cultura e il riparto Edilizio.**
- Clubs that operate in City of Vaughan community centres must abide by the hours as determined by the Department of Recreation and Culture and the Building and Facilities Department
- **Ore specifiche di operazione per il spazio usato dal club sará determinato dal Consiglio Direttivo/Consiglio Consultivo.**
- Specific hours of operation will be determined by the Board of Directors/Advisory Committee
- **Dove la sede di una club e in un locale indipendente da un centro, il Cosiglio Direttivo determinerá l'ora di apertura in accordo con il contratto d'affitto.**
- Clubs operating in unmanned facilities can determine their own hours of operation through the Board of Directors/House Committee or as restricted by the lease agreement

Volunteers **Volontari**

- **Volontari debbono essere membri del club**
- All volunteers must be club members
- **Volontari saranno considerati un sotto comitato del Consiglio Direttivo e sarà iniziato dal Consiglio Direttivo.**
- Volunteers will be considered a sub-committee of the Board of Directors and initiated by the Board of Directors
- **I volontari non avranno un voto sul Consiglio Direttivo.**
- Volunteers do not have a vote at the Board table

Advisory Committees
Comitati Consultivi

- **Tutti i volontari debbono essere membri del club**
- All volunteers must be members
- **Sotto comitati saranno stabiliti alla Riunione Generale Annuale**
- Sub-committees will be established at the Annual General Meeting
- **Consiglii...Consultivi consisteranno di rappresentanti dei Sotto Comitati.**
- Advisory Committees are to be made up of Sub-Committee representatives

Equipment and Inventory
Effetti e Inventario

* **Tutti i clubs degli anziani della Città di Vaughan saranno previsti con un equipaggio inizio: fornitura essenziale (tavoli e sedie), telefono, attacca panni, immagazzinamento, provvista d'ufficio, l'assistenza del'impiegati comunale per il club e per le pulizie e riparazione.**

- All City of Vaughan Seniors Clubs will be provided with the following start-up equipment: basic furnishings (tables and chairs), telephone, coat racks, storage space, office supplies, cleaning and repairs and staff resources

18. Changes to the Operating Structure

19. Cambiamenti alla Struttura Operazionale

Tutti i clubs degli anziani della Città di Vaughan oppereranno in accordo le preferenze indicati alle loro riunione del'inverno del 2001.

All City of Vaughan Seniors Clubs will operate according to the preference indicated at their meetings in the winter of 2001

Se uno o piu dei membri hanno una premura direttamente relativa la struttura operativa del club, dovrà prendere le prossime azione:

If a member(s) has a concern directly related to the club's operating structure, the following steps shall be taken:

- The matter is brought forward either in person or in writing to the Board of Directors/Advisory Committee and staff
- **La promura sarà portato avanti in persona oppure in scritto al Consiglio Direttivo/Consiglio Consultivo.**
- The Board of Directors/Advisory Committee and staff will investigate the concern and prepare a response
- **Il Consiglio Direttivo/Consiglio Consultivo investigerà la faccenda e una risposta sarà preparata.**
- The response will be forwarded to the complainant
- **La risposta sarà mandata al querelante.**
- **Se il querelante non e soddisfatto con la risposta, il membro dovrà notificare il Consiglio Direttivo/Consiglio Consultivo e l'impiegati comunale della loro intenzione di portarla d'avanti ai membri alla prossima Riunione Generale Annuale.**
- If the complainant is not satisfied with the response, the member must notify the Board of Directors/Advisory Committee and staff of the intent to bring the issue forward to the next Annual General Meeting
- **La faccenda della struttura sarà inclusa sul'ordine del giorno e sarà votata alla prossima Riunione Generale Annuale.**
- The structure will then be included on the agenda and voted upon at the AGM

Seniors' Clubs Meeting Attendance List - 2006

		Attendance at mtg of Feb 9/06	Attendance at mtg of Mar 23/06
1.	Maple Pioneer Italian Seniors' Club	Yes	Yes
2.	East Woodbridge Seniors' Club	Yes	Yes
3.	West Woodbridge Seniors' Club	Yes	No
4.	Pine York Seniors' Club	Yes	Yes
5.	Pinecrest Seniors' Club	No	Yes
6.	The Giuseppe Garibaldi Seniors' Club	Yes	Yes
7.	Sonoma Heights Seniors' Club	Yes	Yes
8.	Kleinburg / Nashville Seniors' Club	No	No
9.	Hadar Seniors' Club	No	No
10.	Thornhill Senior Citizens' Club	No	Yes
11.	Rosemount Seniors' Bridge Club	No	No
12.	Garnet A. Williams Seniors' Club	No	No
13.	Woodbridge Seniors' Club	Yes	Yes
14.	Filipino Seniors' Club	Yes	No
15.	Sephardi Seniors' Club	Yes	No
16.	South Asian Seniors' Forum	Yes	Yes