
South Pickering Seniors' Club Constitution

February 11, 2026

Article 1: Name

The official name of the Club is the **SOUTH PICKERING SENIORS' CLUB**.

Article 2: Purpose

The Club is neutral and non-discriminatory, with no political, religious, or racial affiliations. Its goal is to create, promote, and manage social, recreational, health, and wellness activities for senior citizens living in the **CITY OF PICKERING**.

Article 3: Membership

- Any Pickering resident who is at least **55 years old** is eligible to join.
- The spouse of a current member can join, regardless of their age.

Article 3(a): Honorary Membership

Honorary membership is granted to members who have:

- Paid their membership dues for the two full calendar years before the current membership year (starting October 1st).
 - Will turn 90 years old by the end of the current membership year (September 30th).
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Article 4: Executive Board

The Executive Board is made up of the following officers:

- President
 - Vice President
 - Director of Finance
 - Director of Administration
 - Director of Trips
 - Director of Activities
 - Director of Special Events
 - Director of Communications
 - Director of Membership
 - Director of Asset Management
 - Director of Technology
 - Two (2) Directors at Large
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Article 5: By-Laws

General

The Executive Board has final control over all Club activities.

By-Law 1: Duties of the Executive Board

- **President:** The chief executive. They lead all Club affairs, chair board meetings, manage Club operations, and resolve any issues.
- **Vice President:** Fills in for the President when they are absent and helps with committees and meetings. Also ensures the weekly Sick Report is created.

- **Director of Finance:** Keeps detailed records of all money, co-signs cheques with another authorized executive member, and reports on the Club's finances at the annual Business Meeting and "**News and Views**" publication.
- **Director of Administration:** Handles all secretarial duties, keeps accurate minutes of meetings, and edits the quarterly "**News and Views**" publication.
- **Director of Special Events:** Organizes all special events, works with the Director of Finance on them, and reports on their progress.
- **Director of Trips:** Plans and organizes all day trips and multi-day trips. They ensure all trip finances are handled through the Club's books, prepare financial reports for each trip, and apply for the annual City of Pickering Transit Grant.
- **Director of Activities:** Organizes the activities and convenors, helps plan new activities for members, and helps convenors resolve any issues.
- **Director of Communications:** Serves as the main contact for outside organizations, ensures the Club's information in the City of Pickering's guide is correct, and handles **Robocalls** as needed.
- **Director of Membership:** Maintains accurate membership records, arranges for name tags, and organizes front desk volunteers.
- **Director of Asset Management:** Keeps an inventory of all Club assets, monitors their condition, and recommends repairs or replacements. They perform a full inventory in April each year and ensure assets are stored safely.
- **Director of Technology:** Manages the Club's website (www.spsc753.com), helps members with computer issues. They also handle technology-related purchases and assist with Club-specific computer programs.

- **Directors at Large (Non-voting):** These are non-voting positions meant to promote interest in future leadership roles. Two are appointed by the board for a two-year term and are then replaced by new appointees or reappointed by the Board. Their duties include promoting the Club and other tasks assigned by the board.

By-Law 2: Term of Office

Executive Board members are elected for a **two-year period** and can run for re-election.

By-Law 3: Fiscal Year

The fiscal year for accounting is from **January 1st to December 31st**.

By-Law 4: Nominating Committee

- A Nominating Committee of five members is appointed in March to find candidates for the Executive Board. The President must approve the chairperson.
- To be eligible to run for a position on the board, a member must be at least **55 years old** and have been a member for at least one year.
- Candidates for President or Director of Finance must have **two years of consecutive membership**.
- Executive Board members cannot have a financial or business interest in the Club, nor can they hold an elected government position.

By-Law 4(a): Presentation of Candidates

On the **second Tuesday of April**, all nominated candidates are introduced and can speak about their plans and ideas.

By-Law 4(b): Election Control

The Nominating Committee appoints a Returning Officer and an Assistant to oversee the election.

By-Law 4(c): Proxy Votes

- Members who cannot attend the election can cast one **proxy vote**.
- Proxy forms are only given out if a member will be on an extended vacation or in the hospital on Election Day.
- Both the member giving the proxy and the member receiving it must be present when the form is issued.
- To receive a ballot, a proxy holder must present the form to the Returning Officer.

By-Law 5: Biennial Election of Officers

Voting for the Executive Board happens by secret ballot on the **third Tuesday of April** from 10:00 AM to 12:45 PM.

By-Law 6: Installation of Executive Board Officers

The Annual General Meeting takes place on the **first Tuesday after the election**. The agenda includes:

- Completing or tabling any normal business.
- The President's Annual Report and the audited Annual Financial Statement from the Director of Finance.
- The newly elected board is introduced and begins its term.
- Remarks from the new President.

By-Law 7: Business, Membership Meetings, and Voting

- The annual Business Meeting is held on the first Tuesday of April. General meetings are held every Tuesday at 12:45 PM.
- Motions can only be made at General meetings and are passed with a simple majority vote by a show of hands. A ballot vote can be requested.

- The President can call for a vote or table a motion if it needs more research, involves money, or requires a notice to the majority of members.

By-Law 8: Auditors

All financial records must be audited annually.

By-Law 9: Membership Fee

- The membership year runs from **October 1st to September 30th**.
- The annual membership fee is **\$25.00**.
- The fee for new members who join in July or August is **\$10.00**. In September, new members pay the full **\$25.00**, which covers the rest of that month and the entire next membership year.
- Honorary members do not pay a fee.

By-Law 10: Amendments

- The Constitution can be amended with a majority vote from members at the annual Business Meeting.
- Members must be notified of a proposed amendment at least one month beforehand at a regular weekly Club meeting.

By-Law 11: Filling Vacancies

The Executive Board can appoint members to fill any empty positions on the board or on a subcommittee.

By-Law 12: Vacancies by Non-Attendance

The Executive Board can remove a member from the board if they miss eight weekly board meetings without a valid reason.

By-Law 13: Expenditures of \$2,500 or More

The Executive Board must get approval from the membership before making any expenditure of **\$2,500.00 or more**.

By-Law 14: Executive Board Attendance

Members cannot attend an Executive Board Meeting unless they are invited or have the majority consent of the board.

By-Law 15: Executive Board (Quorum)

A quorum, or the minimum number of members needed to conduct business, is **six** voting members of the 11-member Executive Board.

By-Law 16: Grandfather Clause

If a member moves out of Pickering, they can still keep their membership and even serve on the Executive Board if they maintain annual dues.

By-Law 17: Behaviour, Health, and Safety

- **Disruptive Behaviour:** If a member repeatedly causes a serious disruption, they will first get a verbal warning, then a written notice. If the behavior continues, they may lose their membership with the board's unanimous approval.
 - **Hygiene:** If a member has a hygiene issue that makes others uncomfortable, the President will first speak with them. If the issue continues, the board will give a written notice. If it persists after that, the member may lose their membership with the board's unanimous approval.
 - **Personal Assistants:** If a member needs help to function in the Club, they can have a Personal Assistant. The Assistant is considered a "guest" and can attend as long as the member needs help. They can only participate in activities if they are a Club member.
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South Pickering Seniors' Club Policies

February 11, 2026

1. Visitors

A visitor is a person visiting a Club member. They can get a temporary membership card at the discretion of the Director of Membership if they are visiting for several weeks. A visitor can attend Club functions if they are with the member they are visiting.

2. Guests

- A guest is a non-member who meets the eligibility requirements for membership. They can visit the Club **twice** to see what it has to offer before deciding to join.
- Guests can be invited to certain ticketed Special Events and must be at least **19 years old**.
- For non-ticketed events, the organizer and the Executive Board decide whether guests can be invited.
- Smoking is not allowed on Club premises.

3. Activity Closures/Relocations

The Executive Board can decide to close or move any Club activity.

4. No Soliciting

No services or merchandise can be sold on Club premises without the Executive Board's permission.

5. Ticket Purchases

You must be a current member to buy tickets for Special Events and Trips.

6. Election Rules

- Candidates can appoint one person to watch the ballot counting.
- No campaign signs or campaigning is allowed at the Advance Poll or on Election Day.

7. Key Holder Policy

Any member with a Club key must give it to an Executive Member for safekeeping if they are on vacation for a week or more.

8. Media Contact

Only the Director of Communications (or an authorized executive member) can contact the media or outside sources about Club events.

9. Fundraising

No member can ask the public for funds or other assistance on behalf of the Club without written authorization from the President.

10. Free Items

The board decides on all free refreshments, tickets, or other items given to members.

11. Membership List

The membership list is not shared to protect members from telemarketing.

12. Alcohol

No alcoholic beverages can be served at any Club function without a liquor license.

13. Advertising Policy

- Only club-related items can be advertised within the Club.

- Club members can advertise their own performances or functions outside the Club, as can the **Royal Canadian Legion** and the **Durham Games**.
- Local non-profit organizations in Ajax and Pickering can post flyers on the "**Information Highway**" (the Club's information board) as long as the flyers are not for fundraising or money-making purposes.

14. Reserved Seating

Board members and Special Events volunteers have reserved seating at functions. Members with a disability who use a wheelchair or walker can also reserve seats in advance.

15. Fragrance-Free

The Club is a **fragrance-free facility**.