



**CONSTITUTION  
OF  
55 PLUS GOAN ASSOCIATION – WEST GTA INC.**

## DOCUMENT CONTROL

**TITLE:** CONSTITUTION OF 55 PLUS GOAN ASSOCIATION - WEST GTA INC.

**CURRENT VERSION:** 2.2, dated April 20, 2010

**APPROVED BY:** Executive Committee and Members  
55 PGA - WEST GTA INC.

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## VERSION CONTROL

Note: This document is a controlled issue that supersedes all previous issues. Please discard any previous copies of this document dated prior to this version and publication date as noted above.

DATE	VERSION	DESCRIPTION OF CHANGES
September 28, 2009	2.0	Revised and Reformatted
January 18, 2010	2.1	Revised
April 20, 2010	2.2	Page 10, Section 8a) – 90 days to 120 days

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# CONSTITUTION OF 55 PLUS GOAN ASSOCIATION – WEST GTA INC.

## SECTION 1 FORMATION

- a) The Association shall be called: “55 Plus Goan Association – West GTA Inc.”
- b) The Association shall be registered in the Province of Ontario. It is registered as Ontario Corporation # 1696509, with the mailing address: 100 City Centre Drive, P.O. Box 2097, Mississauga. ON. L5B 3C6.
- c) The Association shall be registered as a **Non-Profit** organization in the Province of Ontario.

## SECTION 2 OBJECTS

The Objects of the Association shall be:

- a) To provide and promote social, cultural and recreational activities that will contribute to the physical and emotional well-being of its members.
- b) To foster co-operation with other organizations and associations with similar objectives, and to participate in joint activities wherever possible.

## SECTION 3 MEMBERSHIP

There shall be two (2) classes of membership – Ordinary and Honorary.

A member in “good standing” shall mean a member on the Membership Roll, whose fees are not in arrears and whose membership has not been suspended or terminated in accordance with any rules or by-laws.

- a) **ORDINARY**
  - i. Any person who is 55 years of age and over, who supports the objects of the Association, and who agrees to abide by the Constitution, shall be eligible for membership upon payment of the prescribed fees.

- ii. Every application for membership shall be made upon the form prescribed by the Association, and submitted along with the membership fee. The application shall be considered approved when accepted by a majority vote of the Executive Committee, and this date shall be the effective date of membership for the applicant.
- iii. The amount of the annual membership fee shall be decided from time to time by the Executive Committee and will be subject to the approval of the membership at any Annual General Body Meeting or at a Special General Body Meeting called for this purpose.
- iv. The annual membership fees for the year must be paid no later than the end of February of that calendar year. If the annual fees are not paid by this date, the person will be deemed to be a defaulter of the Association.

b)

### **HONORARY**

An existing member on reaching 90 years of age, who has been a member in good standing for at least the previous five (5) years, may apply to the General Secretary in writing, for Honorary Membership. The application is subject to approval by the Executive Committee.

An Honorary member shall be exempt from annual membership fees.

## **SECTION 4      TERMINATION & REINSTATEMENT OF MEMBERSHIP**

a) **Termination**

A member shall cease to be a member of the association by:

- i. Submitting a written notice of voluntary resignation to the General Secretary. Such member shall not be eligible for any refund of fees already paid.
- ii. Removal from the roll of members, by the Executive Committee, for failure to pay annual membership fees or any sums of money due to the Association within 30 days after a written notice, requiring settlement of the fees, has been issued.
- iii. Being deemed by the Executive Committee to be persistently involved in activities against the interests of the Association. Acts of unacceptable behaviour shall be dealt with by the Executive Committee. Membership may be terminated by a 2/3<sup>rd</sup> majority vote of the Executive present at the meeting.

b) **Reinstatement**

A member who has ceased to be a member of the Association will remain eligible to reapply for admission, subject to the approval of the Executive Committee.

## **SECTION 5 EXECUTIVE COMMITTEE – COMPOSITION AND TERM OF OFFICE**

- a) A person must be a member, in good standing, to be eligible for nomination and election and/or appointment to a position on the Executive Committee.
- b) The Executive Committee shall consist of not less than 6 (six) members and not more than 11 (eleven) members. The President, the Vice-President, the General Secretary and the Treasurer shall be elected at the Annual General Body Meeting (AGM).
- c) The other members of the Executive Committee may be elected at the AGM or appointed later by the President.
- d) The immediate Past President may be invited as an ex-officio member of the Executive Committee without the right to vote and shall act in an advisory capacity only.
- e) The Executive Committee shall be elected, in an honorary capacity, for a 2 (two) year term and any member of the Executive Committee shall be eligible for re-election at the conclusion of each term of office.
- f) Spouses of the President, Vice-President, General Secretary and Treasurer shall not be eligible for election or appointment to any of these four positions in the Executive Committee.

## **SECTION 6 RESPONSIBILITIES OF EXECUTIVE COMMITTEE**

a) **PRESIDENT**

The President shall be the Chief Executive Officer and shall preside at all meetings of the Association and Executive Committee. He/she shall be responsible for signing all documents that require his/her handwritten signature. He/she shall also have such other powers and duties that may from time to time be assigned to him/her by the Executive Committee and the General Body.

b) **VICE-PRESIDENT**

The Vice President, in the absence of the President, shall be responsible for all the duties of the President. He/she shall also have to carry out other duties assigned to him/her by the President or Executive Committee.

c) **GENERAL SECRETARY**

The General Secretary shall attend all meetings of the Executive Committee of the Association and record minutes of all proceedings. He/she shall be responsible to give notice of all meetings and shall keep an updated list of members. He/she shall be responsible for all records and general correspondence on behalf of the Association. In absence of the General Secretary, the Executive Committee shall appoint another member to hold office until the next General Body meeting of the Association.

d) **TREASURER**

The Treasurer shall be responsible for the custody of all the funds of the Association and shall keep records pertaining to all receipts, disbursements and other financial transactions. He/she shall be responsible to present financial statements at all monthly Executive Committee meetings and prepare the annual Financial Statements, within 60 (sixty) days from the end of the fiscal year, comprising of Income Statement and Balance Sheet duly audited, for the Annual General Body meeting. He/she shall be responsible to operate the Association bank account and for the investment of its funds. He/she shall keep an inventory of all assets and equipment.

e) **SOCIAL SECRETARY**

The Social Secretary shall be responsible to plan, and organize, all social events, subject to approval by the Executive Committee.

f) **ASSISTANT SOCIAL SECRETARY**

The Assistant Social Secretary shall assist and work with the Social Secretary on all social events.

g) **TRIPS & TOURS CO-ORDINATOR**

The Trips & Tours Co-ordinator shall be responsible to arrange and manage trips and tours, whenever possible, subject to approval by the Executive Committee.



h)

### **CULTURAL & WELFARE SECRETARY**

The Cultural & Welfare Secretary shall organize and promote, with prior approval of the Executive Committee, cultural awareness through various activities.

- i. Historic and artistic legacy shared among seniors.
- ii. Relevant information about health issues through wellness programs, strengthening community ties and,
- iii. Addressing and developing Programs that meet the needs of the members in terms of quality of life.

i)

### **COMMUNICATIONS CO-ORDINATOR/ EDITOR**

The Communications Co-ordinator/Editor shall:

- i. Keep members informed of the activities of the Association, through an organized e-mail schedule, as approved by the Executive Committee.
- ii. Be responsible for publication of the Association's Newsletter
- iii. Publish material approved by the Executive for the information of members.
- iv. Be responsible for the maintenance of the 55PGA website.

## **SECTION 7**

### **BY-LAWS**

The objects of the Association shall be managed by, or under the direction of, the Executive Committee, and exercised under the by-laws and resolutions prepared by them, but voted on, and passed by, members of the Association at a General Body Meeting.

Any of these by-laws or resolutions may be repealed, amended, varied or otherwise dealt with by the Association, at any Annual General Body Meeting, or at a Special General Body Meeting called specifically for the purpose.

## **SECTION 8**

## **MEETINGS OF THE GENERAL BODY**

### **a) ANNUAL GENERAL BODY MEETING**

The Annual General Body Meeting of the Association shall be held no later than 120<sup>1</sup> days after the fiscal year end, at a time and place in the GTA to be arranged by the Executive Committee. The General Secretary shall present the Annual Report of the Executive Committee and the Treasurer shall present the report on the Audited Financial Statements. No other business shall be conducted at this meeting other than that which is specified in the Agenda. At the General Body Meetings, a minimum of thirty (30) members shall form a quorum. If a quorum is not formed within half an hour of the time specified, the meeting shall be adjourned and convened for a later date. No quorum will be necessary for the adjourned meeting.

### **b) SPECIAL GENERAL BODY MEETING**

A General Body Meeting, other than an Annual General Body meeting, shall be designated as a Special General Body Meeting. Special General Body Meetings of the Association may be convened by the Executive Committee whenever deemed necessary. A Special General Body Meeting may also be convened whenever a minimum of twenty (20) members, in good standing, make a written request for such a meeting and specify the purpose for which such a meeting is to be convened. Whenever such a meeting is requisitioned it shall be the duty of the General Secretary to call the meeting within thirty (30) calendar days of receipt of such a requisition:

- i. A minimum of thirty (30) members shall form a quorum for such meetings. If a quorum is not formed within half an hour of the time specified, the meeting shall be adjourned.
- ii. For a Special General Body meeting requisitioned by members, from among the minimum quorum of thirty (30) members, mentioned in (i) above, there shall be at least twenty (20) members who have requisitioned the meeting present to conduct business. If these twenty (20) members are not present within half an hour of the appointed time, the meeting may be dissolved by the Chairperson. No further meetings shall be held on the subject in question.

### **c) NOTICE OF MEETINGS**

At least fourteen (14) days notice shall be given prior to the Annual General Meeting or thirty (30) days for any Special General Body meeting. The notice shall outline the agenda for the meeting.

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<sup>1</sup> Amended at AGM of April 20, 2010

d)

## **VOTING**

- i. Every member, in good standing, present at the meeting, shall be eligible to vote.
- ii. All general body resolutions require a majority (50% plus one vote) approval. However, where changes to the Constitution are requested, a 2/3<sup>rd</sup> majority vote of the members present is required.

## **SECTION 9**

## **GENERAL**

a)

### **FISCAL YEAR**

The fiscal year of the Association shall end on the 31<sup>st</sup> day of December of each year.

b)

### **SIGNING OF DOCUMENTS**

Authority to sign all documents and cheques, shall rest with any two of the following – the President, the Vice President, the General Secretary, the Treasurer, who have been designated by the Executive Committee.

c)

### **LOAN OF EQUIPMENT**

Equipment belonging to the Association shall not be loaned to anyone without the permission of the Treasurer who shall keep a record of all equipment belonging to the Association as well as a record of all “ins and outs”.

d)

### **CONFIDENTIALITY**

Every Executive member shall respect the confidentiality of all matters which are discussed at the Executive meetings and also any information and documentation which they may have access to in their capacity as a member of the Executive.

e)

### **AUDITORS**

- i. At the Annual General Body Meeting, members shall also elect from among themselves, two Honorary Auditors whose term of office shall be for two years. The Honorary Auditors, or their spouses, shall not be members of the Committee. The Honorary Auditors shall have access to the minutes, accounts and bank records of the Association.
- ii. The Honorary Auditors shall examine the minutes, accounts, bank records and investments of the Association, and shall express an opinion to the President and members at the Annual General Body Meeting.

f)

### **CONFLICT OF INTEREST**

To avoid conflict of interest a member of the Executive Committee shall not hold office in another similar organization.

## **SECTION 10                      LIABILITY FOR LOSS AND/OR INJURY**

The Association or the Executive Committee shall not, under any circumstances whatsoever, be held responsible for any loss or injury that a member may sustain while attending any function, meeting, trip/excursion, picnic, etc., organized by the Association and shall not be liable for any damage in respect of such injury or loss.

## **SECTION 11                      DISSOLUTION**

The Association shall be registered as a "Non-Profit" organization and consequently there will be no gain for any member or shareholder. On dissolution of the Association, any funds remaining after payment of all debts and liabilities will be donated to a registered charity approved by the General Body.