



BY-LAW NO. THREE
A BY-LAW relating to the particularities of COMMITTEES of the
AURORA SENIORS ASSOCIATION
Incorporating amendments approved at the June 2023 AGM

3.01.00 GENERAL

- 3.01.01** All committees shall be deemed as Standing or Ad-hoc Committees
- 3.01.02** All Committees, Standing or Ad-Hoc, shall consist of a Chair, (Board Liaison, Standing Committees only) and at least one (1) but not more than five (5) other members to a maximum of seven (7) voting members
- 3.01.03** All committees are responsible directly to the Board of Directors, and shall submit reports to the Secretary as required on a timely basis.
- 3.01.04** By-Law No.1 and rules of the Association apply "mutatis mutandis" (changing [only] those things which need to be changed) to any and all committee operations. In the event a vote is requested on any motion, and only in that event, a committee member may file a minority report with the BOD representative on the committee.
- 3.01.05** No Committee or individual shall have the power to act for or on behalf of the Association or otherwise commit or bind the Association to any course of action. Committees shall only have the power to make recommendations to the Board unless otherwise directed by the Board.
- 3.01.06** A simple majority of the duly appointed members of a committee must be present at a scheduled committee meeting to establish a quorum. If insufficient members are present, the meeting may continue at the discretion of the Chair; however, no vote by committee members may be taken on recommendations made on behalf of the committee.
- 3.01.07** The Board of Directors may establish committees at its discretion to support the effective administration and/or operations of the Aurora Seniors Association
- 3.01.08** Individual Activity Committees may be formed as appropriate to support the ASA activities. Unless specially referenced elsewhere in these By-Laws, Activity

Committees will come under the umbrella of the Operations and Activities Standing Committee.

3.01.09 An Ad-Hoc Committee shall be a committee appointed for a specific task or timeline.

3.01.10 **Ad Hoc Committee Chairs shall report directly to the Board of Directors.**

3.01.11 **There shall be an Ad Hoc NOMINATIONS & ELECTION COMMITTEE and an Ad Hoc CONDUCT REVIEW COMMITTEE**

3.02.00 **STANDING COMMITTEES**

3.02.01 The Standing Committees of the Association shall be as follows:

- (i) BY-LAW COMMITTEE**
- (ii) COMMUNITY DEVELOPMENT COMMITTEE**
- (iii) FINANCE COMMITTEE**
- (iv) FUNDRAISING COMMITTEE**
- (v) MEMBERSHIP AND VOLUNTEERS COMMITTEE**
- (vi) OPERATIONS AND ACTIVITIES COMMITTEE**
- (vii) SENIORS AFFAIRS & GRANTS COMMITTEE**
- (viii) SPECIAL EVENTS COMMITTEE**

- 3.02.02**
- a) No member may Chair more than one Standing Committee at any one time.
 - b) Standing Committee Chairs may serve as a committee member on more than one committee.
 - c) Only one person living within the same household may serve simultaneously as the Chair of any Standing Committee.

3.02.03 The Board of Directors will appoint ONE (1) Director to each Standing Committee as Liaison for the Board.

The Board Liaison shall be a voting member of the Standing Committee to which they are appointed.

3.02.04 Standing Committee Chairs shall be confirmed annually by the Board of Directors.

- 3.02.05** As an Elected Officer of the Board of Directors, the Treasurer shall be the chair of the Finance Committee.
- 3.02.06** The Chair of a Standing Committee shall present a written summary of their activities for the AGM meeting
- 3.02.07** Standing Committees can be established or dissolved by resolution of the Board of Directors in accordance with By-law amendment provisions detailed in By-law No.1 Section 1.27.00.
- 3.02.08** The Board of Directors will, on an annual basis, publish a document briefly outlining the basic RESPONSIBILITIES and a list of voting Committee Members for all Standing Committees.
- 3.03.00** **EX-OFFICIO COMMITTEE MEMBERS**
- 3.03.01** The President may attend any Committee meeting of the Association. (ex officio) at the discretion of the Committee Chair.
- 3.03.02** The Adult Programs Co-ordinator or delegate may attend any Committee meeting of the Association to provide staff support. (ex officio) at the discretion of the Committee Chair.
- 3.04.00** **ASSOCIATION ASSETS – Refer to By-Law No. 1, Section 1.26.00.**

WITNESS THE SEAL OF AURORA SENIOR ASSOCIATION

UNANIMOUSLY SANCTIONED AND CONFIRMED by all the Registered Members at an Annual General Meeting of the membership of the Association, duly constituted after proper notice held this 14th day of June, 2023.

“Glen Sharp”
PRESIDENT: 2023-2024

“John Scherrer”
SECRETARY: 2023-2024