



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) **FINANCE COMMITTEE**
- (iii) **FUNDRAISING COMMITTEE**
- (iv) **MEMBERSHIP AND VOLUNTEERS COMMITTEE**
- (v) **OPERATIONS AND ACTIVITIES COMMITTEE**
- (vi) **SENIORS AFFAIRS & GRANTS COMMITTEE**
- (vii) **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: 2024-2025

“Rob Gaby”
SECRETARY: 2024-2025



RESPONSIBILITIES OF COMMITTEES

In addition to the Board of Directors, the Aurora Seniors Association is supported by a group of ongoing committees from our volunteer groups, defined in our **By-Law No. 3** (Pertaining to Committees).

All Committees are responsible directly to the Board of Directors, and may make recommendations to the Board on any needs/issues identified by the respective committees that is within the scope of their responsibilities.

STANDING COMMITTEES

The Board appoints a director member to each standing committee. This person's role is to serve as Board liaison and provide advice to the committee on any recommendations or proposals and to present the committee's report and recommendations at regular monthly Board meetings.

Standing committees of the association and their responsibilities are:

BY-LAW COMMITTEE

The mandate of this committee is to review, develop and draft all By-Laws, Regulations, Policies Procedures and Directives of the Aurora Seniors Association.

The committee shall report its recommendations for all amendments and/or additional By-Laws, Regulations, Policies, Procedures and Directives of the Association, to the Board for their approval.

FINANCE COMMITTEE

This committee has the responsibility for overseeing and recommending appropriate management of the Association's funds.

FUNDRAISING COMMITTEE

The mandate of this Committee is to raise funding in support of expenditure for activities, events and programs provided by the association for the enjoyment of its membership.

MEMBERSHIP AND VOLUNTEERS COMMITTEE

This committee is responsible for welcoming new members at regularly scheduled events; for recruiting volunteers to help with membership renewals each year, recruiting volunteers to help with the Annual General Meeting, providing membership reports to the Board

OPERATIONS AND ACTIVITIES COMMITTEE

This committee is responsible for all Aurora Seniors Association activity groups, ensuring that they have the appropriate equipment, supplies and facilities, as well as assessing the viability of any new activities that members may propose.

SENIORS AFFAIRS GRANTS & AWARDS (SAGA) COMMITTEE

The committee's mandate is to explore senior's related issues with various elected government officials and other local community groups that affects older adults.

Recommend to the Board, members deserving of recognition by the Association for their outstanding contribution to the enjoyment of the membership. Review grant opportunities from various levels of government and other agencies, that will support the Associations operations, activities and programs. Review and evaluate requests for donations to other non-profit organizations

SPECIAL EVENTS COMMITTEE

The Special Events Committee of the Aurora Seniors Centre is a committee of volunteers who conceive, develop and organize events for the members of the Aurora Seniors Centre. These events happen at various times throughout the year and are not part of the weekly activities that take place at the Aurora Seniors Centre.

Other groups, such as the Evergreen Choir and the Silver Stars Theatre Group, that plan and carry out their own activities, are independent groups that can still request the Special Events Committee to provide refreshments and assistance, if necessary, at their performances or events.

AD-HOC COMMITTEES

Established Ad-hoc Committees

- **Nomination & Elections**

This Committee is responsible for conducting the Annual election of Directors to the Board.

- **Conduct Review**

This committee is responsible for investigating and the resolution of written complaints that contravene the Associations Code of Conduct

In addition to the above committees, the Board may appoint additional Ad-hoc committees for specific tasks.