



BY-LAW NO. THREE
A BY-LAW relating to the particularities of COMMITTEES of the
AURORA SENIORS ASSOCIATION

Incorporating amendments approved at June 13, 2018 Annual General Meeting

3.01.00 GENERAL

- 3.01.01 All Committees, Standing or Ad-Hoc, shall consist of a Chair and at least two other members.
- 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.
 - d) The Board of Directors will appoint ONE (1) Director to each Standing Committee as Liaison for the Board. **Min.#AGM18-06 – June 13/18**
 - e) At the discretion of the Board of Directors, points a, b, c, d detailed above, need not apply to Ad Hoc Committees.
- 3.01.02 The Chair shall in turn appoint committee members to the number necessary or required upon ratification by the Executive Committee and/or Board of said nominees.
- 3.01.03 The Chair is responsible for ensuring that a committee member is prepared to assume Chair duties in his/her absence.
- 3.01.04 A Chair may request the resignation of any committee member but such request shall not have force or affect until ratified by the **Board of Directors**.
(Min.# AGM16-06- June 8, 2016)
- 3.01.05 A Committee has the right to recommend with its Annual Report, various candidates as Chair for the subsequent year with said recommendations directed to the President.
- 3.01.06 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.

3.01.07 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.

3.01.08 A 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.

*Operations and Activities Committee is exempted from this clause.

3.01.09 A Chair may call a Special Meeting of his/her Committee at any time, subject to the following:

- a) Notice of the meeting must be given to ALL committee members a minimum of 72 hours in advance; and,
- b) The failure of a member to receive notice of a Special Meeting shall not invalidate the meeting; and
- c) If a Quorum cannot be achieved, the special meeting may not proceed.

3.01.10 Members assigned to a Committee who cannot attend a scheduled meeting are expected to give prior (ideally at least 24 hours in advance) recordable notice of their pending absence to the Committee Chair. Full details of the reason for non attendance need not be disclosed indicating the reason as being either personal or because of participation in another ASA recognized event. Procedures to be followed by the Committee Chair in the event of non compliance are detailed in the Standard Operating Procedures (SOP) Manual.

N.B. Operations & Activities Committee is exempt from the guidelines because of the Committee structure.

3.02.00 STANDING COMMITTEES

3.02.01 Standing committees are responsible directly to the Board of Directors, through the President and shall submit reports to the Secretary as required on a timely basis.

3.02.02 Standing Committee Chairs shall be appointed annually by the Board of Directors, subject to the Board of Directors annual review and reappointment.

The Chairs of the Executive Committee and Finance Committee as elected Directors shall be exempt from the above limitations, during their term of office.

3.02.03 The Chair of a Standing Committee shall present a program of carrying out the committee responsibilities in each year, at a time set by the Board of Directors.

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

- (i) **EXECUTIVE COMMITTEE**
- (ii) **FINANCE COMMITTEE**
- (iii) **MEMBERSHIP AND VOLUNTEERS COMMITTEE**
- (iv) **OPERATIONS AND ACTIVITY COMMITTEE**
- (v) **SPECIAL EVENTS COMMITTEE**
- (vi) **BY-LAW REVIEW COMMITTEE**
- (vii) **SOCIAL COMMITTEE**
- (viii) **COMMUNITY DEVELOPMENT COMMITTEE – (renamed from former Sponsorship Committee) - Min. #AGM17-06 – June 7, 2017**
- (ix) **CONDUCT REVIEW COMMITTEE - AGM16-06 – June 8, 2016**
- (x) **AWARDS/SPECIAL RECOGNITION AND GRANTS COMMITTEE - Approved June 7, 2017 – Min. # AGM17-06**
- (xi) **SENIORS RELATED ISSUES COMMITTEE - Min.#AGM18-06- June 13/18**

3.02.05 The Board of Directors will, on an annual basis, publish a document detailing the basic RESPONSIBILITIES for all Standing Committees.

3.03.00 COMMITTEES

3.03.01 The Board of Directors may establish committees at its discretion to support the effective administration and/or operations of the Aurora Seniors Association.

3.03.02 All committees shall be deemed as Standing, Activity or Ad-hoc Committees.

3.03.03 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.

3.03.04 An ad-hoc Committee shall be a committee appointed for a specific task or specific time

3.03.05 Standing Committee 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.

3.04.00 EX-OFFICIO COMMITTEE MEMBERS

3.04.01 The President is a member of any and all Association Committee(s) ex officio.

3.04.02 The Seniors' Adult Programs Coordinator or delegate may attend any meeting of the Association committees as requested or directed.

3.05.00 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 duly constituted after proper notice this 4th day of June, 2015.

**“|Dave LeGallais”
PRESIDENT -2018-2019 Brd.Term**

**“Charles Sequeira”
SECRETARY- 2018-2019 Brd.Term**
