

# **MEADOWVALE SENIORS SOCIAL CLUB**

## **Constitution & Bylaws**

Meadowvale Community Centre  
6655 Glen Erin Drive  
Mississauga, ON L5N 3L4

*Established November 2012 Revised and Ratified December 5, 2022*

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# **CONSTITUTION**

## **1. ORGANIZATION**

### **1.1 Name**

The name of the Club shall be Meadowvale Seniors Social Club referred to herein as MSSC.

### **1.2 Location**

The Club primarily meets at: Meadowvale Community Centre, 6655 Glen Erin Drive, Mississauga, ON L5N 6A2

### **1.3 Policy**

- The Club shall be non-political, non-sectarian, and non-racial.
- It shall be operated democratically and in accordance with parliamentary rules of order
- The organization will, on occasion, raise money for various charities and is classified a non-profit club

### **1.4 Purpose/Mission Statement**

Meadowvale Seniors Social Club is a multicultural, volunteer-led group offering activities for anyone fifty-five and over. Our culture is one of inclusion, solidarity, and respect for one another. Our main purpose is to reduce loneliness by providing a safe and welcoming space for seniors to gather.

### **1.5 Human Rights**

MSSC observes and upholds Ontario's Human Rights Code displayed on the MSSC notice board in the Meadowvale Community Centre.

### **1.6 Dissolution**

At the dissolution of the Meadowvale Seniors Social Club all assets will be donated to the Credit Valley Hospital.

## **2. MEMBERSHIP**

### **Member Information and Privacy**

MSSC complies with City of Mississauga's Data Handling Policy Number 03-02-11 (June 16, 2021) and Community Group Registry Program Policy Number 08-01-01 (March 28, 2018).

## **2.1 General Membership**

- Membership shall be open to all persons fifty-five (55) years of age and over
- Ninety percent (90%) of the Members must reside or own a business in Mississauga
- The spouse or companion of a Member, regardless of age, may be allowed to become a member if he/she is within the five percent (5%) of the total membership
- A potential Member may attend once (at no cost) and then must become a paid Member to participate in Club activities and to vote

## **2.2 Life Members**

- Members who have attained the age of eighty-five (85) years and who have been members of the club for at least ten (10) years are eligible for Life Memberships, subject to confirmation by the Club's Executive
- Life Members have full voting rights but do not have to pay annual membership dues
- Life members must register annually to ensure accuracy of contact information

## **2.3 Honorary Members**

- The Executive may select Members for Honorary Membership. These awards would apply to Members who have given the Club long and dedicated service and have moved away from the area and cannot normally attend the Club's activities
- Annual membership dues will not apply to Honorary Members except as decided by the Executive
- Honorary Members shall have no voting rights
- Should an Honorary Member move back into the area, the Honorary Membership will lapse, and he/she will be eligible for normal membership and be required to pay the dues and fees of the Club

## **2.4 Annual Membership Dues**

- The annual fee is ten (\$10) per person
- If a lanyard, plastic card holder and membership card is lost, the member is responsible for a \$5 replacement cost
- The Membership Year is from October 1st through the 30th of September inclusive
- Membership dues, are payable each year on October 1st
- Annual dues may only be changed at an Annual General Meeting by a majority vote of Members present

## **2.5 Weekly Fees**

- The Weekly Fees are established by the Executive to meet the day to day running of the Club and may be changed at any monthly General Meeting of the Club

- The fee for participating in Club activities is paid once a week only, no matter how many activities a member may attend during the week
- Life Members are required to pay the Weekly Fee if he/she attends the activities
- If an activity is conducted by an outside source and requires specific payment, participants in that activity must pay the cost i.e. an extra fee

## **2.6 Trip Fees**

- Paid-up Members will have first choice for any trips.
- At the discretion of the Travel Convenor, non-members may be allowed to participate after Members' requirements have been fulfilled
- Refunds will not be issued unless special circumstances arise and at the discretion of the Travel Convenor
- The Travel Convenor will determine and set out the payment schedule for any upcoming trips

## **2.7 Fundraising Events**

- The Treasurer should be present to receive, count and balance the receipts with each person in charge of a table.
- If the Treasurer cannot be present, an Officer of the Club will be appointed by the President or Treasurer to assist in this duty.

## **2.8 Subsidized Events**

When subsidized events are arranged, only fully paid-up Members may attend. Others may be allowed to attend if the event is not fully subsidized, and he/she pays the full cost of the event.

# **3. OFFICERS**

## **3.1 Positions**

President  
 Vice President  
 Executive Secretary  
 Assistant Secretary  
 Treasurer  
 Membership Convenor  
 Education Convenor  
 Social Convenor  
 Kitchen Convenors  
 Travel Convenor  
 Fellowship Convenor  
 Craft Convenors (up to 2)

- The above Officers shall constitute the Executive Committee for the purpose of managing the affairs of the Club and be referred to hereafter as the 'Executive'

- At least ninety percent (90%) of the Executive must reside in Mississauga, including at least one of either the President or Vice President

### **3.2 Term of Office**

- Executive Officers shall hold a particular office for a two (2) year term. If necessary, a term can be extended a further two (2) years.
- Each officer is eligible for two (2) consecutive terms. Each additional term after that period is at the discretion of the executive.
- Resignation from office must be made in writing to the president of MSSC.

### **3.3 Duties of Officers**

- All Officers must sign and abide by a Conflict-of-Interest Statement approved by the Executive.

#### **President:**

- Chairs all Annual, Monthly, Executive, and other meetings of the Club
- Prepares agenda for those meetings
- The president may, if there is an urgent need, call a special meeting of either the Executive Committee or the members
- Oversees the general management and administration of Club affairs
- May co-sign cheques
- Keeps in contact with the Recreation Division of the City of Mississauga

#### **Vice President:**

- Assists the President in all aspects of the Club
- Chairs meetings, oversees general management of Club affairs in the President's absence
- May co-sign cheques
- Arranges for all procedures of the Annual General Meeting and carries out other related duties as necessary

#### **Executive Secretary:**

- Shall have the secretarial duties for all official meetings including the Executive and Annual General Meeting
- Utilizes both written and electronic formats to record and share minutes, as well as any other information required to ensure the sharing of information
- Shares attendance data on a weekly basis with the City of Mississauga
- Handles correspondence
- May co-sign cheques

### **Assistant Secretary**

- Utilizes word processing programs, email and other electronic means to prepare and disseminate information between the executive and the members
- Compliments and strengthens the role of executive secretary and president in particular by facilitating communications

### **Treasurer:**

- Responsible for all finances by maintaining an accurate ledger of all monies received and expended
- Utilizes written and electronic formats to facilitate the keeping of financial records
- Prepares and recommends an Annual Budget in consultation with the Members of the Executive
- Provides a Financial Report at all Executive and General Meetings and a yearly Financial Statement
- The bank and branch information where the club funds are held must be shown on these documents
- Co-signs cheques with either President, VP, or Executive Secretary, if none are related or residing in the same household

### **Membership Convenor:**

- Maintains a confidential membership list and a member emergency contact list
- Sends relevant communications to members including welcome emails, and responds to member & general inquiries

### **Educational Convenor:**

- Arranges the 'lunch and learn' events
- Acts as a liaison with local agencies who are willing to sponsor lunches or speakers

### **Social Convenor:**

- Co-ordinates all day-to-day social activities of the Club
- Arranges special events such as luncheons and entertainment and keeps records for future reference
- Hires outside services (caterers, entertainment) with Executive approval
- May recommend new activities to the Executive

### **Kitchen Convenors:**

- Responsible for maintaining supplies for the refreshments at day-to-day Club activities and special occasions
- Presents a monthly report to the Executive

- Maintains an accurate record of all expenditures and present receipts to the Treasurer

### **Travel Convenor:**

- Arranges day trips for the Club
- May recommend new trips and present to the Executive
- Accepts trip applications, collect the monies, hands these over to the Treasurer and keeps an accurate record of all collections and expenditures

### **Fellowship Convenor:**

- When possible, keeps in touch with Members who are ill or absent for an extended period
- Sends cards to seriously ill members
- Sends a sympathy card, if possible, to the family of a deceased member
- Manages a list of ‘Life’ and ‘Honourary’ members
- Manages a list of special members: those 85, 90, 95, and 100 years of age
- Sends cards to the members celebrating these special birthdays
- Identifies and facilitates various means of formally recognizing these special situations i.e. special mentions at luncheons, wallet cards, etc.
- Utilizes appropriate computer programs to facilitate and monitor lists required to organize and maintain this information

### **Craft Convenor:**

- Assists in organizing craft work to help supplement the Club’s funds
- Organize the Craft and Bake Bazaar as required

## **3.4 Vacancies**

The Executive may appoint any Member to fill vacancies on the Executive Committee until the next Annual General Meeting. If a vacancy in the Presidency arises, this position shall be filled automatically by the Vice President until the next Annual General Meeting.

## **4. MEETINGS**

The following meetings shall be held to carry out the formal business of the Club and will be in addition to weekly and other meetings held for social, games, entertainment, and other purposes

#### **4.1 Executive Meetings**

- These meetings will be held once a month (except during the months of July and August) for the purpose of dealing with matters pertaining to the general affairs of the Club
- The quorum shall be fifty-one percent (51%) of the elected Officers.
- Members cannot attend an executive meeting, except by invitation.
- Decisions and meetings will follow “Robert’s Rules of Order”

#### **4.2 Membership Meetings**

- Such meetings shall be held for the General Membership on the Wednesday following the monthly Executive meeting for the purpose of sharing general matters pertaining to the Club’s activities
- Any votes taken will be deemed passed by a simple majority

#### **4.3 Annual General Meeting (AGM)**

- The Annual General Meeting will be held on the first Wednesday of November each year for the purpose of discussing the general activities of the Club, and to fill vacant positions or terms of office that have expired
- The AGM will be chaired by the President. The quorum for the Annual General Meeting will be ten percent (10%) of Members in good standing.

#### **4.4 Meeting Procedures**

The following are intended to serve as general guidelines in the conduct of the Annual, Monthly, General and Executive Committee meetings of the Club

1. Call to Order
2. Ask the Secretary to read the minutes of the last meeting.
3. Ask if there are any errors or omissions. Deal with any and then say, “I declare the minutes to be a correct record.”
4. Ask if there is any business arising out of the minutes; deal with any matters.
5. Ask the Treasurer to read out the Financial report for the last period
6. Ask for a motion to adopt the Treasurer’s report, obtain a seconder and ask if in favour or against.
7. Deal with any questions arising out of the Treasurer’s report.
8. Ask the Secretary to read out any correspondence
9. If Convenors are at the meeting, ask them to report on any matters as necessary
8. Deal with any other matters that may arise.
9. At the Annual and Membership meetings as well as the Executive meetings, a simple majority of those present is required to pass a motion.
10. A motion must have a seconder to be voted on. Adequate time must be allowed on all motions before a vote is taken.

11. If an amendment is moved to a motion, the amendment is voted on first. If it passes, the main motions as amended is voted on. If it fails, the main motion is voted on. Only two amendments will be allowed.
12. Voting will generally be by show of hands or secret ballot. If a secret ballot is decided on, at least two scrutineers will be appointed to count the vote.
13. If there is no further business, ask for a motion for the meeting to be adjourned.

## **4.5 Amendments**

- The Constitution and/By-Laws may be amended at the AGM of the Meadowvale Seniors Social Club or at a special meeting called for this purpose, by a vote of sixty-seven percent (67%) of the members present and eligible to vote.
- A minimum of 10% of members in good standing must be present to constitute a quorum
- A copy of the proposed Amendments must be posted on the bulletin board at least thirty (30) days before the AGM
- The proposed amendments will be discussed and each motion will be voted on separately at the AGM
- A majority vote is required to pass a motion
- On request, a member will be provided with a copy of the Amendment as adopted
- A review of the Constitution and By-Laws will be done every three years
- A copy must be provided to the City of Mississauga as per the registered group status requirement.

## **5. FINANCIAL MANAGEMENT**

### **5.1 Fiscal Year**

The fiscal year of Meadowvale Seniors Social Club shall begin on October 1st of each year and end on September 30th of the following year

### **5.2 Funds**

- Funds are considered membership fees, donations, grants, sponsorship, or other proceeds that can be used to further the objectives of Meadowvale Seniors Social Club
- The organization shall document in the minutes of meetings and financial statements any donations made to another organization or charity

### **5.3 Financial Responsibilities & Bank Account**

- A bank account exists in the name of Meadowvale Seniors Social Club
- The name of the bank, along with the branch address where the account is held, will be listed on the financial statements
- Only elected officers, President, Vice-President, Secretary and Treasurer, may act as cheque signatories

- Two (2) signatures are required on each cheque
- If the above-named officers are related or residing in the same household, the second signatory cannot be the one who is related or residing in the same household
- Financial statements shall be provided at regular executive meetings
- Financial statements shall be provided at AGM
- Annual Budget shall be developed by the executive and adopted at the AGM
- No contracts can be signed without executive approval and once approved, only by someone who has been designated as signatory by the executive

## **5.4 Audits & Reviews**

The executive shall conduct audits and reviews as per requirements to maintain status with registrations or funders.

# **BY-LAWS**

## **1. COMPLAINTS, DISMISSALS AND APPEALS**

### **1.1 Complaints**

- Complaints and details can be received by an Activity Leader verbally or in writing
- The Activity leader will try to resolve the matter immediately
- If the complaint cannot be resolved, the Activity leader will notify the president of the details of the complaint in writing or by email.
- The complainant can contact the President directly
- The complainant should submit the complaint in writing or by email to the President or a member of the Executive Committee. Complainants are requested to provide a clear and detailed description of the complaint and to include supporting documentation if available. The date and place that the incident occurred must also be included
- Complainants will be notified by the Executive Committee that the complaint has been received and when it will be addressed.
- The Executive will address the complaint at the next scheduled Executive meeting, or if the need is urgent, at a special executive meeting.
- If additional time is required for the Executive to make a decision, complainants will be notified.
- Complainants will receive a response in writing to their complaint that outlines the board's decision within 10 days of the meeting.

### **1.2 Dismissals**

- Any Officer or Member whose actions are considered to be in violation of the stated purpose, policies or procedures of the Club shall be given five (5) business days written notice to address his/her action at a special Executive Meeting
- During the five (5) business day period, the Officer in question will be under suspension from the activities of the Executive and related Committees
- During the five (5) business day period, the Member in question will be under suspension from all Club activities or meetings
- At a special Executive Meeting the Executive will take a vote on the explanation provided by the Officer or Member in question
- The vote will be by simple majority
- Any Member whose actions are considered by the Executive to be offensive or in violation of the stated policy or purpose of the Club, will be suspended from all Club activities or meetings until their appeal is heard
- The decision shall be final and not subject to review
- A suspended Officer or Member of the Club has the right to appeal to the General Membership.

### **1.3 Appeals**

- A suspended Officer or Member of the Club has the right to appeal to the General Membership
- The Executive will provide notice to the General Membership of a Special Meeting to be held no later than 30 days from the date requesting the appeal
- The Officer or Member in question will be given an opportunity to explain his/her position
- All Members in good standing and present at the Meeting shall be entitled to vote
- At least a sixty-seven percent (67%) majority of Members present will be required to carry the vote
- The decision shall be final and not subject to review

## **2 ELECTION PROCEDURES**

### **2.1 Nomination Committee**

- A Nomination Committee will be established each year to determine vacant positions or terms of office that have expired and to present a list of Officers who are willing to stand for office
- The Nominating Committee will be responsible for conducting the meeting for the election of Officers and will elect a Chairman for the Committee
- The Committee will give each nominee an outline of the duties required for the position in which he/she will be serving, arrange for scrutineers for the election, the distribution of ballots if needed and provide other help as necessary

- The Committee will also actively promote the available Executive positions and encourage members to become involved

## **2.2 Nomination Procedures**

- A list of all vacant positions/expired terms of office, along with position descriptions and nomination forms will be prominently posted for all members to review by the end of the first week of October
- Written nomination forms must be fully completed and submitted to any Executive Committee Member 30 days prior to the AGM in writing or electronic format
- To be nominated, both the nominee and the seconder must be a member in good standing
- The full names of both the nominee and the seconder are required on the form
- Formal nominations are to be received no less than thirty (30) days prior to the AGM
- This process will constitute the Call for Nominations
- In order to be considered, a candidate must be a member in good standing of the MSSC
- New executive members must be present at the AGM unless illness or bereavement prevents them from doing so

## **2.3 Voting Procedures**

- Members in good standing as of 1st November will be eligible to vote
- A list of all vacant positions/expired terms of office will be posted for all members to review
- The Membership Convenor is responsible for ensuring that only members in good standing are in a position to have their vote counted, and for confirming that a quorum is met
- The Chairperson will read aloud the positions that are vacant or expired, and remind members that only those in good standing are eligible to vote or stand for office
- The Chairperson will read the list of nominees, confirming the names of members who have submitted nomination forms with a seconder
- The Chairperson will ask if there are any nominations from the floor
- Anyone who wishes to be considered for election at this point must stand and give their full name. They must have a seconder, who must also give their full name.
- Their name will then be added to the Chairperson's list
- If no further nominations are received, the Chair will declare the nominations closed

- Each office will be voted upon separately. The Chair will ask each nominee in turn whether they are willing to stand for the particular office, and allow him or her the opportunity to address, briefly, the members assembled.
- Depending on the number of candidates running for each office, voting will be conducted by show of hands or secret ballot, with each member in good standing having one vote.
- If there are more than two (2) candidates and none receive 50%+1 of the votes, there will be a second ballot, excluding the name of the person who received the fewest votes or the greatest number of votes or majority of votes, regardless of margin wins.
- If a single nomination is received for a particular office, that nominee will be elected by acclamation, with the Secretary casting one ballot.
- Scrutineers, selected by the nominating committee, will tally the votes, signing and submitting the count to the Chair.
- At the conclusion of the elections, the new Executive Officers will be sworn in jointly by the Chairman of the Elections Committee as follows:

**'I (Name) DO SINCERELY PLEDGE MY HONOUR TO PERFORM THE DUTIES OF MY OFFICE TO THE BEST OF MY ABILITY AND IN ACCORDANCE WITH THE PRINCIPLES OF THE CLUB.'**

- Following the swearing-in, the meeting is handed over to the new President, and the new Executive takes over from the retiring Executive.

## **2.4 Proxies**

Proxy votes are not allowed.

## **2.5 First Meeting After the AGM**

- A motion to confirm the election will be the first order of business at the subsequent MSSC meeting
- A motion to destroy the election ballots will be the second order of business at the same meeting

## **3. CONFLICT OF INTEREST**

Officers in a position of trust, and with professional or personal conflicting interests, are required to disclose such matters and recuse themselves from participating in related Club decision-making.

- A conflict of interest is defined as a situation which an Officer, has a professional or personal interest that competes with the best interests of MSSC and its members
- A conflict of interest exists even if no unethical or improper act results
- A conflict of interest can create an appearance of impropriety that can undermine confidence in state name of organization and its efforts

### **3.1 Disclosing a Conflict of Interest at a Meeting**

If an Officer has, or suspects he/she has a conflict of interest, direct or indirect, in any matter and is present at an Executive meeting, the Officer shall:

- disclose the conflict of interest
- not take part in the discussion or vote
- not influence the vote of others
- leave the meeting when the matter is under consideration

### **3.2 Disclosing a Conflict of Interest After a Meeting**

- If an Officer is not in attendance at the meeting where a conflict of interest arises, he/she shall disclose the conflict of interest in writing to the Executive Committee upon receipt of the minutes from that meeting.

## **4. CODE OF CONDUCT**

The Code of Conduct reflects a commitment to the organization's values and provides a framework to guide ethical conduct in a way that upholds integrity. Executive and members are expected to behave in a way that aligns with the Code.

### **4.1 Core Values**

The Executive and Members of the MSSC will:

- act with impartiality and integrity, and demonstrate respect, transparency, and accountability
- Members have a responsibility to act in good faith and be respectful, fair, and ethical
- All members shall contribute to a safe environment, free from discrimination, harassment, and violence

### **4.2 Guiding Principles**

The MSSC's guiding principles are to:

- have a responsibility to act in good faith and to place the interest of the MSSC above own private interests
- know that when there may be a real or potential conflict of interest, it must be disclosed at the first opportunity

- behave in a way that demonstrates that behavior and actions are respectful, fair and reasonable in the circumstance
  - encourage members to act fairly and ethically
  - encourage feedback from the membership creating a welcome environment instead of one of fear of reprisal
  - know that if there are any questions regarding the Code, or are unsure of how to apply the principles, the President should be consulted
  - understand that breaches of this Code may result in disciplinary action, up to and including suspension of membership
- 
- Officers confirm (on an annual basis) their understanding of, and commitment to, the expectations in the Code of Conduct
  - must comply with all relevant laws, regulations, policies and procedures
  - must not use the status or position with the MSSC to influence, benefit or advantage themselves
  - contributes to a safe and healthy environment that is free from discrimination, harassment and violence
  - must act in a way that is consistent with the MSSC protocols on public comment
  - must take reasonable steps to avoid situations where they may be placed in a real or apparent conflict between private interests and the interests of the MSSC including:
    - use of confidential information
    - gifts and gratuities
    - outside activities that conflict with goals of the MSSC
    - relationships that might question impartiality
    - Code of Conduct also refers to after a member leaves the MSSC

### **4.3 Reporting Process**

- The Code Administrator will be the Vice President or Treasurer
- The Code Administrator receives and ensures confidentiality of all disclosures, is responsible for providing advice, managing the concerns, and ensuring procedural fairness
- Disclosure of all real or apparent conflicts of interest must be declared in writing to the Code Administrator; about oneself or another
- The Code Administrator promptly reviews the circumstance and details of the potential breach
- The identity of the reporter will not be disclosed unless required by law
- The alleged member has the right to complete information and the right to respond
- The Code Administrator makes a decision, and completes a report of the review in a timely manner
- The decision may range from no potential breach to one that reveals suspected criminal conduct

If an Officer or member does not comply with the standards of behavior identified in the Code of Conduct, they may be subject to disciplinary action up to and including removal from their office and/or the MSSC.

A request in writing can be made to the President to review the decision of the Code Administrator using the appeals process.

## 5. **LEGAL RESPONSIBILITIES**

### 5.1. **Indemnification**

- MSSC shall indemnify and save harmless the Officers from all costs, charges, and expenses that s/he sustains or incurs in or about any action, suit or proceeding that is brought against him/her in respect to any act done or permitted by him/her in the execution of the duties of his/her office
- An Officer that is proven to be in neglect will incur all costs that are associated with the legal proceedings

### 5.2. **Member Information & Privacy**

MSSC complies with City of Mississauga's Data Handling Policy Number 03-02-11 (June 16, 2021) and Community Group Registry Program Policy Number 08-01-01 (March 28, 2018).

- All information collected about members, with the members consent, including but not limited to name, address, phone numbers, email addresses shall be protected in accordance with applicable laws and only be used for the purposes of communication on club matters
- Personal information will be kept in a locked filing cabinet
- If member information is to be shared, each member must provide consent and sign a release of information form
- Member information will not be distributed to any external group

### 5.3. **Insurance**

The MSSC, based on an executive committee decision, has purchased appropriate insurance coverage for executive and club members and based on executive decision purchase appropriate coverage.

This updated and amended Constitution and By-Laws is ratified by the Executive on November 2, 2022 and approved by the members at the AGM or a special meeting on December 5, 2022

Name of Chair or President: Mary Stepien

Signature: Mary Stepien Date: Dec 14/22

Name of Secretary: Barbara Ann Guppy

Signature: Barbara Ann Guppy Date: Dec. 14/22.