

# **CENTURY HOUSE ASSOCIATION MEMBERS' POLICIES AND PROCEDURES MANUAL**

## **I Introduction**

Welcome to Century House. This manual was written to give you, the member, a better idea of Century House, the role of the Century House Association, and the role of the City of New Westminster in its operation.

Century House, a recreation centre for senior adults, was constructed in 1958, as the Royal City's project during the British Columbia Centennial Celebrations. The original building was opened on July 23, 1958, by Her Royal Highness, Princess Margaret.

The purpose of Century House is to provide, within allocated resources, year-round opportunities that will help satisfy the leisure, education and social needs of senior adults in New Westminster; and to provide an environment where members feel positive selfworth through acceptance by others, belonging, recognition, contribution and achievement.

Where possible, community information services and referrals for senior adults will be provided.

## **II Framework Of Responsibilities**

Century House is a Civic Building, and as such, is subject to the policies as determined by the City of New Westminster in regard to its operation. The administrative authority is vested with the Parks, Culture and Recreation Department.

### ***A) Staff***

The Parks, Culture and Recreation Department has four staff persons, titled Manager Senior and Youth Services, Recreation Programmer, Volunteer Co-ordinator and Recreation Leader, whose responsibility it is to organize, implement and coordinate a comprehensive recreation program for senior adults, as well as to act as a liaison between the Century House Association and the Parks, Culture and Recreation Department. The Recreation Programmer may represent the Manager at Association functions in his or her absence.

### ***B) Association***

The Century House Association consists of the general membership, which annually elects a President, Vice-President, 2<sup>nd</sup> Vice-President, 3<sup>rd</sup> Vice-President, Secretary and Treasurer. These six people, as well as the Past President, make up the Executive, and will be elected in the order as listed above. The Executive, along with the Manager, advises the Parks, Culture and Recreation Department on the policies and procedures of Century House towards meeting the purpose and objectives.

The members of each activity annually elect their Activity Committees, which may include Chairperson, Vice Chairperson, Secretary and Treasurer. These elections are conducted by a member of the Executive and Staff. It is the responsibility of these Committees to represent their members and to assess and present issues, information, questions and matters of interest to the members at large, the Executive and Manager. They will also inform their Activity Group members of the affairs of the Association. Specific responsibilities of the Executive, Chairpersons and Committees are listed later in this outline.

## **III Memberships and Dues**

Membership is open to senior adults with the membership fees being paid to the City of New Westminster. These fees are applicable on the second day of January of the current year but may be purchased in December for the following year.

Guest passes are available for people visiting Century House. A guest from the Lower Mainland (Vancouver to Hope) may accompany a member a limit of three times, after which they will be asked to purchase a membership. Visitors from outside the Lower Mainland may be a guest for the extent of their visit to this area. The sponsoring member will be responsible for obtaining a pass from the office on a daily basis. Guests are welcome to participate in the activity of their choice upon payment of the activity fee.

In the event of any member, in the opinion of the Executive and Manager, being guilty of conduct liable to endanger the welfare, good name, or good order of the Association, it shall be the duty of the Executive and Manager to take the necessary action.

## **IV General and Special Meetings**

### ***A) Annual General Meeting***

The Annual General Meeting is held during the second week of January each year. This meeting is conducted by the President and supervised by the Manager. The main purpose of this meeting is for members to hear the annual activity and fiscal reports of each Activity Committee and to elect the Executive of the year. Nominations for the Executive positions will be accepted prior to the Annual General Meeting and from the floor during the meeting. The elections are conducted by the Recreation Director or a delegate of the Parks, Culture and Recreation Department. All members of Century House Association are eligible to vote at this meeting.

### ***B) Monthly Chairpersons' Meeting***

The meeting, chaired by the President, is attended by the elected representatives of each Activity Committee, the Association Executive and the Staff. The main purpose of this meeting is to bring together representatives of all the activities and provide a forum to work toward providing enjoyable, satisfying leisure activities for the members. As well, the Activity Committees share information, discuss policies, financial reports, past and future special events at Century House and relay this information back to the members of their activity.

If the President, Vice-Presidents, and Past President are absent for the monthly meeting, the Chairpersons present may appoint someone to the chair and he/she shall have all the powers and responsibilities of the President during the meeting. All Activity Committee Chairpersons or their activity designate and Executive members are eligible to vote at this meeting.

### ***C) 'Open' Chairpersons' Meeting***

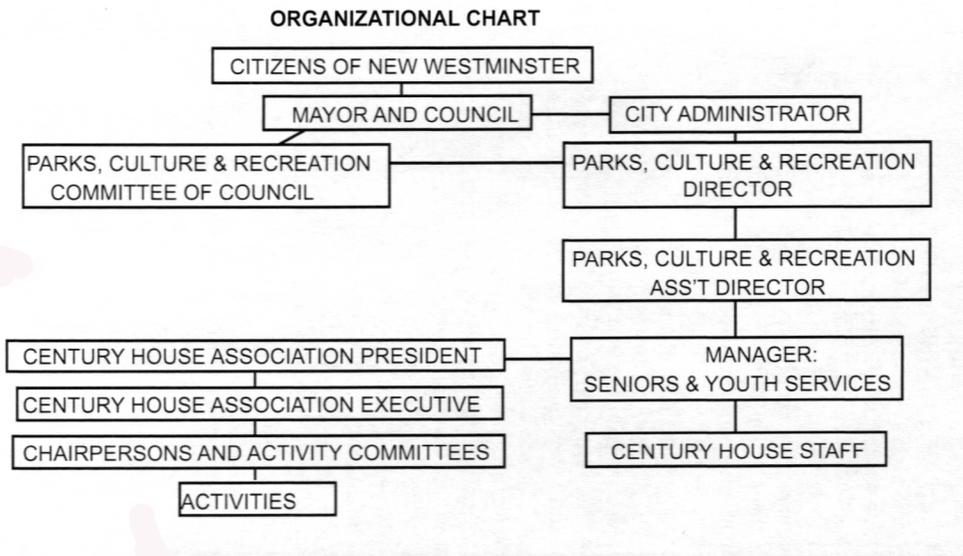
The May and November Chairpersons' Meetings are considered open' and any member in good standing is welcome to attend and voice his/her suggestions and opinions. Time will be allotted under New Business to entertain any business from the floor. Where possible, these questions or concerns should be submitted to the Executive one week prior to this meeting to allow for adequate preparation and research. Executive Committee members and Activity Committee Chairpersons or their activity designate are eligible to vote at this meeting.

### D) Special Meetings

The President, Manager or Executive Committee may call a special Association meeting at any time if the circumstances warrant. Any issues that cannot be resolved at the Annual General Meeting will be returned to the Executive and Manager for a decision.

### E) Other Meetings

No party politics or religion are allowed. No endorsements of political parties or religious affiliations may be made by the Association.



# V Century House Association

## A) *Executive Committee*

Elections for the Executive positions of President, Vice President, 2<sup>nd</sup> Vice President, 3<sup>rd</sup> Vice President, Secretary and Treasurer are conducted every year at the Annual General Meeting. No immediate family member of the Century House Staff is eligible to run for these positions. Members elected to a position, except that of Secretary and Treasurer, may serve a maximum of two consecutive one year terms in an office. The member in the position of Secretary is elected annually and may serve a maximum of five consecutive one year terms. The member in the position of Treasurer, although elected annually, may continue in office for an indefinite period. The Executive and the Manager conduct the business of the Association, and in general work for the welfare and harmonious operation of the Association. The Executive, including the Manager, are members of all Association activities, ex-officio.

Any four members of the Executive, and the Manager, constitute a quorum. In the event of a vacancy occurring in the Executive during the year, the Executive and Manager will fill the position by appointment. The interim appointment lasts until the end of the year. The Executive meets once a month or at the request of the President, Manager or any three members of an Activity Committee.

The following are descriptions of the Executive positions' responsibilities:

- 1) **President** - coordinates and directs the affairs of the Association and Executive. The President maintains direct contact with the Manager, Executive, Activity Chairpersons including acting as liaison to designated activity committees and Century House members. The President is a signing officer for the Association funds.
- 2) **Vice President** - along with the regular duties, acts on behalf of the President in his/her absence, with the exception of signing officer privileges. The Vice- President will also assist the Treasurer with the banking duties of the Association and act as a liaison with designated Activity Chairpersons and their Committees in an advisory role.
- 3) **2nd Vice President** - along with the regular duties, acts as a liaison with designated Activity Chairpersons and their Committees.
- 4) **3rd Vice President** - along with the regular duties, takes on the responsibilities of public relations and promotions as directed by the Executive and acts as a liaison with designated Activity Chairpersons and their Committees.
- 5) **Secretary** - is responsible for keeping accurate minutes of Association meetings and having these available upon request; handles all correspondence as directed by the Executive and acts as a liaison with designated Activity Chairpersons and their Committees.
- 6) **Treasurer** - is responsible for keeping accurate records of the Association's finances and must have these available upon request. The Treasurer receives all monies payable to the Association in a chartered bank in a non-personal chequing account. All expenditures over \$100.00 charged to the Association must be approved by the Executive and the Manager. The Treasurer is a signing officer with the President and the Manager. Financial records are available at the Annual General Meeting. The Treasurer also acts as a liaison with designated Activity Chairpersons and their Committees.
- 7) **Past President** - is an honorary position filled by an out-going President, and has the same status as other members of the Executive. The Past President acts as a liaison with designated Activity Chairpersons and their Committees.

## **B) Activity Group Committees**

In April, all activity groups elect an Activity Committee, which may consist of a Chairperson, Vice-Chairperson, Secretary and Treasurer. Committees may appoint additional members if required. These elections will be conducted by members of the Executive and the staff.

Activity Committees may charge an annual or daily activity fee in order to generate money to cover their expenses and Association contributions. The Committees are responsible for the disbursement of funds and for ensuring that, after monthly expenses, one-third be retained in the activity group's bank account with the balance being paid to the Century House Association General Fund. All funds must be used for the betterment of Century House members, their activities, and the Centre.

The Secretary of each group is responsible for keeping accurate minutes and preparing a written report for presentation at the monthly Chairpersons' Meeting.

The following is a description of the responsibilities of the Chairperson:

- to work together as part of the Century House team in providing enjoyable and satisfying leisure activities for the members.
- to act as a representative for their group, expressing not only his/her own thoughts, but also those of the activity group.
- to inform the Executive and/or Manager of any issues, questions or problems they want discussed at the Chairpersons' Meeting. (These items must be submitted by the Monday prior to the meeting in order that the background information or answers may be obtained.)
- to inform the Executive and/or Manager of their monthly activity meeting so they may attend.

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This information about the policies and procedures of Century House Association is for the better understanding of our members. All members are encouraged to submit amendments for annual review no later than October 15.