

TERRACE OLD AGE PENSIONERS ASSOCIATION (TOAPA)
POLICIES OF THE ASSOCIATION
UPDATED AT MEMBER MEETING JUNE 12, 2025

A. MEMBERSHIP

- a) Membership is open to anyone who resides in British Columbia.
- b) Members shall be a minimum of 19 years of age.
- c) Application forms will be provided for membership.
- d) The membership fee shall be no less than \$20.00 annually, due January 1st and paid by the AGM in February. All members will receive a signed membership card annually.
- e) A copy of the TOAPA Constitution, Bylaws and Policies shall be made available to all new members. Extra copies of the Constitution, Bylaws and Policies may be purchased at a cost of five dollars (\$5.00).
- f) A record of members shall be kept with name, address, telephone, email and birth date being recorded. Published membership lists will not include the year of birth.

LIFE MEMBERSHIP – Life membership may be presented to members who have given ten years or more of volunteer service to the running of the Happy Gang Center. A letter of recommendation, outlining the activities of the member, should be made to the Board, before the end of the calendar year. The Board will approve and make the award annually at the AGM. Life membership cards will be presented along with a framed certificate and the individuals name will be engraved on the plaque on display in the Happy Gang Center. Upon presentation the Life Member is relieved of paying future annual membership fees for as long as they live.

B. MEETINGS

- a) The Annual General Meeting of the Association will be held in February of each year.
- b) Membership meetings will be held on the second Thursday of the months of January, (Nomination Meeting), February (AGM), June and October, with local Board Meetings to be held the first Thursday of every month.
- c) Special meetings may be called by the President and Secretary at any time, given members two weeks notice.
- d) Members attending regular meetings are to pay one dollar (\$1.00) at the door to help defray expenses.
- e) Refreshments and snacks will be provided at Member Meetings.
- f) 50/50 Door Prize to be paid out of (e).

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C. THE BOARD

- a) The Board shall be voted in by an approved method (Bylaws 3.13) at the February Meeting (AGM) and take office immediately after installation.
- b) In order to maintain continuity, the President, Treasurer and 3 Directors will be elected in odd calendar years. The First and Second VPs, Secretary and 2 Director will be elected during even calendar years.
- c) A member should have attended five (5) meetings in the year prior to being elected to the Board.
- d) A member nominated for the position of President, 1st VP or 2nd VP, must have served a term on the Board prior to their election.
- e) Any member of the Board absent for three (3) consecutive meetings without written leave of absence or having notified the President, shall be removed from office and notified by the Secretary.
- f) Offices vacated must be filled as soon as possible after the resignations have been acknowledged.
- g) An officer may hold the same office for a two year term, plus another two year term if a replacement cannot be found.

D. COMMITTEES

- a) Committees may be added or eliminated as required by program needs.
- b) The Directors of committees shall be appointed by the President at the March meeting.
- c) Committees shall consist of as many members as needed with the Director being the Chairperson of the committee.
- d) The President is ex-officio member of all committees.
- e) The Director is expected to conduct meetings, lead discussions, be familiar with work to be done and be able to delegate work.
- f) Work should be coordinated with other committees where possible.
- g) All committees shall be under the jurisdiction of the Board.

E. MAINTENANCE COMMITTEE

- a) Maintenance Committee shall be in charge of general repairs and the maintenance of the Happy Gang Centre.
- b) All non-emergency plans and expenditures must be presented to and approved by the Board.
- c) Major expenditures and improvements in excess of \$1000 (one thousand dollars) to be presented in writing and approved by the Board and the general membership.

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F. RENTAL COMMITTEE

- a) The Rental Committee is responsible for contacting renters, collecting the deposit, signing of rental contract, opening the centre and closing upon completion of the rental period.
- b) Scheduling of non-member events must not conflict with established member programs, without prior approval of the Board.
- c) Renters should be closely monitored to ensure adherence to contract conditions.
- d) No liquor or drugs allowed on the premises during non-member events.
- e) Hall rental does not apply to memorials for members.
- f) The Board shall review and adjust rental rates as required.

G. KITCHEN COMMITTEE

- a) The Committee is responsible for managing all facets of the kitchen.
- b) Chairperson for this committee will select their own staff, and will do planning of meals, purchasing, clean-up and delegating of help.
- c) When the kitchen is being used, at least one person working in the kitchen shall have Food Safe certification.
- d) An inventory of equipment and list of supplies will be maintained.
- e) Kitchen purchaser shall use Save-On Credit Card or submit expenses monthly for reimbursement.
- f) Any additional kitchen expenditures are to be approved by the Executive and the General Membership.

H. SUNSHINE COMMITTEE

- a) The committee is to visit those members ill in the hospital and shut-ins at home. Members receive get-well cards and members with a history of volunteering at the Happy Gang receive flowers.
- b) Members with a history of volunteering will receive a cake and party at the Happy Gang Centre when turning 80 and 90.
- c) All community shut-ins and inactive past members receive gifts and cards at Christmas at the discretion of the Committee.
- d) All expenditures of this committee, approved by the Board, get reimbursed.

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I. PUBLICITY COMMITTEE

- a) The committee will take care of posting announcements in the paper, on radio, television and other electronic means, of meetings and events taking place in the Happy Gang Centre.
- b) The phoning sub-committee shall call membership to inform them of meetings and may share upcoming events.
- c) Emails of news and events will be sent to members who provide an email address.

J. EVENTS COMMITTEE

- a) The committee to organize and supervise social events of the Association, with special attention being given to:
 - i. Robbie Burns Dinner, (Jan-Feb)
 - ii. Easter Dinner, (Mar-April)
 - iii. Mother's Day, (May)
 - iv. Anniversary Dinner, (Sept 13th)
 - v. Christmas Dinner
- b) Dinners shall be a member's only function, with an exception for non-local visiting family members, who may wish to attend and who pay the approved fee.
- c) The committee should focus on holding dinners at the Happy Gang Centre.
- d) Meals are to be provided for entertainers and their spouses.
- e) Other events may include Garage-Bake Sales; the Tea and Bazaar and events as needed or proposed.
- f) This Committee will inform the Publicity Committee and Board Secretary at least two months in advance of the planned event, for advertising purposes.

K. ACTIVITIES COMMITTEE

- a) The Activities Committee shall be responsible for social activities at the Happy Gang Centre; such a variety of card games, carpet bowling, bingo, Glee Club, floor curling, darts, snooker, scrabble and many others.
- b) Members are to pay a minimum \$1 participation fee to defray expenses of the Society.
- c) This Committee shall establish a schedule of activities and inform the Publicity Committee and Board Secretary of changes to established activities and schedules for advertising purposes.
- d) Members may sign in an activity guest on a trial basis (3 times) to encourage new participation and memberships.

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L. SEW HAPPY COMMITTEE

- a) The Convenor to purchase necessary supplies, delegate work and manage knitting, sewing and quilting projects and the Committee's table at the Bazaar.

M. FINANCES

- a) All Monies received by Members and Committees on behalf of the TOAPA shall be turned over to the treasurer.
- b) The treasurer is responsible for doing or making the necessary arrangements for making payments and deposits for TOAPA.
- c) The treasurer shall provide monthly and annual financial reports for the Board and membership.
- d) Remuneration to any member, in excess of \$200, must be authorized by the Board.
- e) All expenses anticipated by the TOAPA in excess of \$1000.00, must be approved by General Membership.

N. RULES OF ORDER

- 1. The Organization shall be guided by Robert's Rules of Order in its deliberations wherever the Bylaws of the Terrace Old Age Pensioners Association (TOAPA) or Societies Act of BC do not apply.
- 2. Bids for projects, events, activities or complaints regarding the Association to be presented to the Board, in writing, for inclusion on the agenda of the next Board Meeting.
- 3. Chairperson, while in the chair, must not enter into debate.
- 4. A list of Committees is to be posted.
- 5. Chairs, tables and other equipment not to be let outside of the premises.
- 6. No smoking in the building.
- 7. The Bulletin Board to be for the benefit of the TOAPA.
- 8. No commercial sales or advertising in the Happy Gang Centre.
- 9. No obscene, unseemly language or bullying is allowed on the premises.
- 10. In consideration of others the Happy Gang is considered a Scent Free Zone.