



SAGE

Seniors' Action Group
of
Elliot Lake

Operational Constitution for the Seniors' Action Group of Elliot Lake (SAGE)
Revised September 7, 2012 Annual General Meeting

I. Name of the Organization.

The name of the organization is the Seniors' Action Group of Elliot Lake. (SAGE)

II. Purpose of the Organization.

The purpose of this organization shall be to defend, advance and communicate the common interests of the members, seniors and retirees of Elliot Lake.

III. Membership.

(i) Membership shall be open to all citizens of Elliot Lake who are over the age of 50 years and who accept the purposes of the organization

(ii) Membership fee.

The membership fee shall be \$10.00, paid annually, and shall be valid from September 1 to August 31 of each year.

(iii) Any member who officially announces his or her intention to run for political office, at any level, shall immediately declare a conflict of interest to the Executive and not participate in any active activities of the organization until the election is finally decided. His or her membership will remain in force and he/she will be welcomed at membership meetings but shall be temporarily restricted from discussion of any issue other than those pertaining to social activities, and, shall be restricted from any vote.

There will be no active campaigning during meetings, nor will distribution of campaign materials be permitted inside the meeting room.

If said member is successful in his/her bid for political office, he/she shall immediately relinquish his/her membership, without refund of membership dues, and shall remain under membership suspension, without prejudice, for the duration of his/her term of office.

IV. Executive Officers.

There shall be an executive composed of the following: A chair; a vice-chair; a secretary; a treasurer; and, three members-at-large; and any other officers deemed necessary by the membership

V. Election of Officers

Officers shall be elected by secret ballot at an Annual General meeting held in November of each year, **or, at a Special Meeting, convened under Section VIII (Section iii) of the**

Constitution. Only members in good standing shall be allowed to vote.

VI. Duties of Executive Officers.

The Chair shall preside over membership and executive meetings and shall sit ex officio on any committees which may be struck by a meeting of the membership. The Chair shall ensure that the Executive shall meet no later than 48 hours prior to each monthly General meeting. The Chair may vote on all issues and questions arising at either membership or Executive meetings.

The Chair or any person designated by the Chair shall be the sole official spokesperson for the Organization, except for items expressly related to the Political Action Committee (PAC) issues, and no other member of the Executive may speak or issue correspondence in an official capacity for the Organization, without express authorization of either the Chair or, a majority of the Executive, arrived at through official meeting of said Executive.

The Vice-Chair shall preside over Membership and Executive meetings when the Chair is not available for such duties and perform other such duties as assigned by the Executive.

The Secretary shall keep minutes recording the decisions of the membership meetings, and these minutes shall be posted to the SAGE web site within two weeks of such meetings. The secretary shall keep any other records which may be necessary to the business of the organization, such as membership lists.

Membership lists shall be provided to all Executive members, and, to any member making request for same. The only exception for a member's contact information to not be provided to other than the Executive will be an express desire, by an individual member, to withhold such information declared on membership application/renewal.

The secretary shall pass on any and all correspondence from outside the Organization to the full Executive for review and discussion, and shall, under no circumstances, take it upon himself/herself to respond to any correspondence without express authorization by the Executive. If necessary, an Executive meeting shall be convened to decide upon any issue of response which would require an Executive decision, and minutes shall be kept of same.

The Treasurer shall ensure that the financial records of the organization are accurate and up to date.

Members at Large shall carry out duties as determined by the executive and membership, and may include (but not be limited to) acting as a media relations contact; contacting and arranging for desired speakers for presentations; etc.

VII. Finance

(i) Any money acquired by the Group, including donations, contributions and bequests, shall be paid into an account operated by the Executive in the name of The Seniors' Action Group of Elliot Lake. All funds must be applied to the objects of the Group and for no other purpose. Any donation made to the Organization for a specified special purpose, and, which is accepted by the Organization for that specific purpose, shall be recorded as "special" by the Treasurer, and utilized specifically for that purpose only, or, returned to the contributor.

(ii) Bank accounts shall be opened in the name of the Group. Any deeds, cheques etc relating to the Group's bank account shall be signed by at least two (2) of the following committee members: Chairperson; Treasurer; Secretary.

(iii) Any income/expenditure shall be the responsibility of the Treasurer who will be

accountable to ensure funds are utilized effectively and that the Group stays within budget. The Treasurer shall present a financial statement at each monthly meeting of SAGE. An annual financial report shall be presented at the AGM.

VIII. Meetings.

(i) Regular membership meetings shall be held the first Friday of each month at a time agreed upon by the membership.

(ii) An AGENDA, provided by the chair and distributed by the secretary to all members, prior to any general, or special meeting, shall be followed.

(iii) Special meetings may either be called by the executive or by a petition signed by at least ten members presented to the executive. The membership must be given at least 48 hours notice communicated by e-mail or telephone.

(iv) A quorum shall consist of at least 10 members and a minimum of two members of the Executive.

(v) Meetings shall be conducted according to Informal, Roberts' Rules of Order, (according to Procedural By-Law attached) Decisions shall be made by majority vote in a show of hands. with the exception of election of officers.

(vi) The Annual General Meeting shall be held in November of each year.

IX. Alteration of the Constitution.

(i) Any changes to this constitution must be agreed by a majority vote at a special general meeting or at Annual General Meeting by providing four weeks (28 days) written notice to the Secretary for inclusion of amendments proposed on the Annual General Meeting Agenda. Amendments must be immediately distributed to all members to allow them to review and, to be prepared to vote on said amendments at the Annual General Meeting.

(ii) Amendments to this constitution must be conveyed to the Secretary formally in writing. The Executive shall then decide on the date of a special general meeting to discuss such proposals, giving members at least four weeks (28 days) notice.

X. Dissolution.

The Group may be dissolved if deemed necessary by the members in a majority vote at a special meeting called for that purpose. Any assets or remaining funds after debts have been paid shall be returned to their providers or transferred to local charities or similar groups at the discretion of the membership. An intention to dissolve must be conveyed to the Secretary formally in writing. The Executive shall then decide on the date of a special general meeting to discuss such proposals, giving members at least four weeks (28 days) notice.

XI. Sub-Committee Status

The existing committees of SAGE, namely, the Political Action Committee, shall be a permanent Standing Committee of SAGE, with its own (committee elected) Chair, who shall provide, at a minimum, one report on the committee's activities at each regular monthly membership meeting, and additional reports through general e-mails, web page posting, or, in

the case of urgent matters, telephone communications to members without computer access. Communications with members via e-mail or telephone shall be done by the Committee itself, after advising the Executive of message and content, and undertaking constructive discussion thereon. A member of the Executive shall sit on this standing committee. The Chair shall automatically be an ex officio member of any standing SAGE Committee.

Other ad hoc or permanent committees may be formed at the request of a majority of members through official motions and full discussion and members vote. The Chair shall automatically be an ex officio member of any ad hoc SAGE Committee.

All committees shall keep minutes of their meetings, including motions presented and vote result.

XII. Outside Communications

For Public (member & non member) Consumption (Web Site or Open Letters. Contributions of written comment and news shall be encouraged from all members, and shall be sent through the SAGE e-mail address. All submissions shall be forwarded to an internal "Communications Review Committee", consisting of three SAGE members. This committee shall fully review each submission and, if by majority vote, either recommend for publication; discuss recommended modifications to the contributor; or, reject publication outright, providing valid reasoning to the contributor. (See Appendix "A", below) Approved submissions shall be posted on the web site in a Newsletter Format, giving each author credit for the submission. (Unsigned submissions shall be automatically rejected, likewise, rude, profane, or libelous submissions shall not be considered for publication.). A standard disclaimer must be placed at the beginning of each page, stating that the views stated in the following do not necessarily reflect the views of the entire membership of SAGE.

Procedural By-Law for SAGE Meetings

- 1/** Meetings shall be declared Open by the presiding Chair
- 2/** Motions shall be moved and seconded for any item requiring a decision and a vote.
- 3/** Any Member, including Executive Member, may speak to any issue presented under Motion; however, comments shall be respectful and limited to a maximum of five minutes for commentary by each speaker. Rebuttal or clarification comments or questions are permitted, however, argument is not permissible, and shall be ruled Out of Order by the Chair.
- 4/** Votes shall be taken by a show of hands, with the exception of the election of Officers.
- 5/** No member of SAGE, including Executive Members shall openly represent SAGE at any outside body, committee, or board, without a Motion being presented to the Members at a membership meeting, and discussed, including an opportunity for other Members being allowed the opportunity to express their interest in participating as a SAGE representative on said body, committee, or board. Should such interest be expressed, it shall be required that a vote be held by the Members to indicate their preference for one of the candidates. Candidates shall leave the meeting room while a vote is conducted, which shall be conducted by Secret Ballot. (This shall not apply to interviews by the press for the Chair, when the subject of the interview is a SAGE activity or goal. In such a case, the Chair shall provide a short verbal report to the members as to what was discussed).

6/ The Executive shall not make open recommendations to the Membership, but shall bring forth formal Motions, as any other Member is permitted, to express their wish to have Members vote on same.

7/ All members, including Executive Members and the Chair shall be permitted to participate in debate and, shall also vote and present Motions.

8/ All Motions and Proposals put forth, and Membership votes as to decision, shall be duly recorded in the minutes.