

Policies and Procedures

Yellowknife Seniors' Society

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Policy Topic: Values

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President's Signature: _____

The following values will guide the operation of the facility and the programs:

1. Honesty
2. Ethical Action
3. Respect
4. Caringness
6. Equality
7. Teamwork
8. Inclusiveness

These operational values shall be reflected in the following valued results:

1. Long Term Planning
2. Service Excellence
3. Responsiveness to Clients
4. Quality of Life
5. Contribution to Society
6. Innovation
7. Break-even Financial Position

President's Signature: _____(original signed by Kathryn Youngblut)_____

Our Staff, Members, and Board Members have a right to work and enjoyment in a safe and friendly environment.

Any act of abuse or violence directed to or against any of the above will not be tolerated. Abuse is any verbal or physical threat such as swearing, shouting, or any other inappropriate contact.

Conduct of this nature will be reported to the Chair of the Board or the Executive Director.

Anyone found to be acting in an abusive manner shall, as a minimum, have their membership revoked and be barred from the facilities and activities of the Society. The matter may also be referred to the justice system.

President's Signature: _____ (original signed by Kathryn Youngblut) _____

The Yellowknife Seniors' Society (YKSS) values the dignity of all persons and is committed to providing a respectful place of enjoyment and workplace, one that is free from harassment and one in which all individuals are treated with respect.

Any sort of harassment shall not be tolerated. The abuse of one's authority or position to intimidate, coerce, or harass is forbidden.

Harassment is a form of discrimination and includes objectionable conduct, comment, or display made on either a one-time or on a continual basis that demeans, belittles, disparages, or causes humiliation to a person and that is known, or reasonably ought to be known to be unwelcome. It may have the effect of creating an intimidating, hostile or offensive environment, impacting on the individual's ability to learn, work, or simply enjoy one's self. Harassment may or may not be intentional.

Anyone found to be acting in an abusive manner shall, as a minimum, have their membership revoked and be barred from the facilities and activities of the Society. The matter may also be referred to the justice system.

Policy Topic: Name – Baker Community Centre

Page 1 of 1

President's Signature: _____

The policy of the Yellowknife Seniors' Society is to retain the name Baker Community Centre. The naming of the Baker Community Centre involved a group of over 15 representatives from the Yellowknife Seniors' Society, the Yellowknife Association of Concerned Citizens for Seniors (now Avens, A Community for Seniors), and the NWT Seniors' Society. Over 90% of the participants favoured the chosen name for the following reasons:

1. Respect for Ed and Margaret Baker
2. Invites the widest possible community use.
3. Fits with the corporate image of Avens, A Community for Seniors
4. Not "recreation" which suggests only physical exercise.
5. Not "seniors" which suggests only for use by seniors.

Yellowknife Seniors' Society

Policy A8
Date TBD

Policy Topic: Strategic Planning

Page 1 of 1

President's Signature: _____

President's Signature: _____

1. Regular Member:

All persons of 50 years and over are eligible for regular membership on payment of a membership fee to the Yellowknife Seniors' Society as prescribed by the Board of Directors.

Each Regular Member is entitled to one vote at the AGM (Annual General Meeting) and any extraordinary meetings.

Each Regular Member may take part in all Society activities and use all the facilities established by the Society for the promotion of its purposes, subject to such regulations and the payment of such additional fees as the Board of Directors may from time to time prescribe for specific activities.

2. Associate Member:

Associate Membership is encouraged for those community minded non-seniors who wish to support the activities of the Yellowknife Seniors' Society.

All persons 19 - 49 years of age are eligible for Associate Membership on payment of a membership fee to the Yellowknife Seniors' Society as prescribed by the Board of Directors.

Associate Members have no voting rights.

3. Withdrawal of Members:

Any member may withdraw from membership in the Society by notice in writing to the President or by not paying their membership.

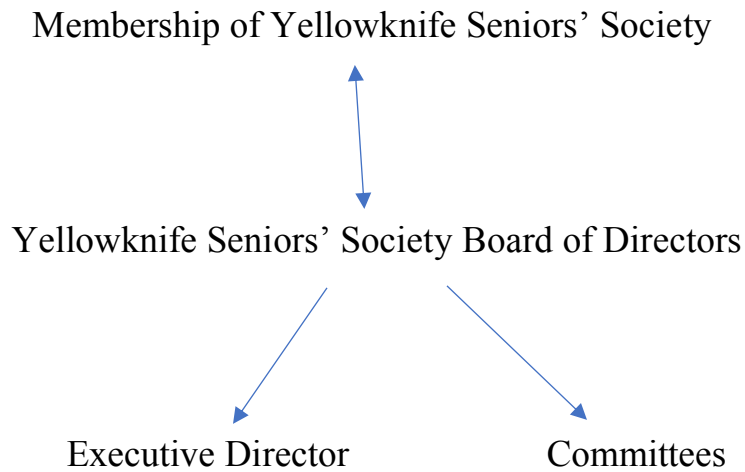
Yellowknife Seniors' Society

Policy B2
June 2005

Policy Topic: **Organizational Structure**

Page 1 of 1

President's Signature: _____(original signed by Kathryn Youngblut)_____



Note: This chart does not explain Yellowknife Seniors' Society "relationship" structure

Policy Topic: *Avens, A Community for Seniors*

Page 1 of 1

President's Signature: _____

The Yellowknife Seniors' Society maintains a landlord-tenant relationship with *Avens, A Community for Seniors* as outlined in the Lease Agreement.

Avens, A Community for Seniors owns the Baker Community Centre.

The Yellowknife Seniors' Society is fully accountable for the fiscal operation of the Baker Community Centre. The Yellowknife Seniors' Society develops and approves an annual operating budget, and controls expenditures and revenue.

The Yellowknife Seniors' Society maintains a maintenance agreement with *Avens, A Community for Seniors* for daily, monthly, and yearly maintenance work at the Baker Community Centre.

**Policy Topic: Role of the Committees of the
 Yellowknife Seniors' Society Board of Directors**

President's Signature: _____

The Board of Directors shall determine the committees and sub-committees which will assist in the governance of the Society. The committees and sub committees of the board shall consist of but may not be limited to those listed below.

- Social Committee
- Finance Committee
- Communications, Public Relations Committee
- Membership Committee
 - Communications Sub-Committee
- Executive Committee
- Nominations and Elections Committee
- Advocacy Committee
- Fundraising Committee
- Garden Committee

The committee chairs shall provide written reports of their committee's activities or advise orally of no activity at the regularly scheduled meetings of the board.

The sub-committee chairs will provide their reports, either orally or in writing, to their committee chair.

The President shall be an ex-officio member of all committees.

President's Signature: _____

Purpose:

To plan and deliver social activities for the members of the Yellowknife Seniors' Society.

Composition:

The committee shall be composed of a chairperson approved by the Board, and 2 or more other members of the Society who shall each have a vote.

The Chair may invite others to participate in the discussions and assist the Committee, however, they will not have a vote.

Voting and Quorum:

Decisions should be made through consensus. If consensus is not possible, then the decision shall be made by 50% plus one of the voting members in attendance.

A quorum shall be 50% plus one.

Responsibilities:

1. Plan activities in coordination with the Board and Executive Director. Annual events can be, but are not limited to, the suggestions/examples below.

Canada Day – float and BBQ

Spring Trade Show

Valentine's Day

Seniors Week

Oktoberfest

Board Induction

Open House

2. Volunteer Recognition – annually during National Volunteer Week. (see C7)

3. Donor Recognition – as required. (see D7)

4. Ensure adequate resources are available for each event.

Policy Topic: Executive Committee

Page 1 of 1

President's Signature: _____

Purpose:

To ensure ethical management of issues, outside the scope and purpose of other committees, affecting the administration of the Society in accordance with the objectives set out in the Constitution and Bylaws.

Composition:

The Committee shall be composed of the officers of the Society (President, Vice President, Treasurer, Secretary) who shall each have a vote.

The chairperson shall be the President.

The Chair may invite others to participate in the discussions and assist the Committee, however, they will not have a vote.

Voting and Quorum:

Decisions should be made through consensus. If consensus is not possible, then the decision shall be made by 50% plus one of the voting members in attendance. A quorum shall be 50% plus one.

Responsibilities:

1. Resolve personnel issues.
2. Manage privacy of information and personal privacy
3. Responsible for staffing, wages and benefits.
4. Responsible for reviewing and updating policies and bylaws of the Society.
5. Review and report on the strategic plan.

Policy Topic: Finance Committee

Page 1 of 2

President's Signature: _____

Purpose:

In co-operation with the Executive Director to develop and control the budget as well as the security and maintenance of the facility, grounds, and equipment.

Composition:

The committee shall be composed of a chair person approved by the Board, and 2 or more other members of the Society who shall each have a vote.

The chairperson shall be the Treasurer.

The Chair may invite others to participate in the discussions and assist the Committee, however, they will not have a vote.

Voting and Quorum:

Decisions should be made through consensus. If consensus is not possible, then the decision shall be made by 50% plus one of the voting members in attendance.

A quorum shall be 50% plus one.

Responsibilities:

The Committee with the assistance and advice of the Executive Director shall do the following:

1. Recommend an annual operating budget to the Board of Directors for approval.
2. Review the financial position of the organization on a monthly basis and report any significant variance to the Board of Directors.
3. Negotiate operating grants from such agencies as the City of Yellowknife.

4. Solicit donations for equipment and ongoing operating costs.
5. Recommend fee structures to the Board of Directors for rental agreements with organizations using the facility.
6. Maintain an up-to-date inventory of assets held by the Yellowknife Seniors' Society.

Policy Topic: Communications, Public Relations Committee

Page 1 of 2

President's Signature: _____

Purpose:

To enhance the image of the Yellowknife Seniors' Society and to inform the Yellowknife Seniors' Society membership and general public of programs and activities of the Society.

Composition:

The committee shall be composed of a chair person approved by the Board, and 2 or more other members of the Society who shall each have a vote.

The Chair may invite others to participate in the discussions and assist the Committee, however, they will not have a vote.

Voting and Quorum:

Decisions should be made through consensus. If consensus is not possible, then the decision shall be made by 50% plus one of the voting members in attendance.

A quorum shall be 50% plus one.

Responsibilities:

The Committee will:

1. Develop and distribute a newsletter to the membership.
2. Develop and distribute schedules, posters, and other forms of advertising for programs and activities.
3. Developing internal signage and notices to publicize facility rules, hours, etc.
4. Develop a handbook outlining specific activities for members in Yellowknife.

5. Promote Yellowknife Seniors' Society members in profile clips in various media productions.

6. Cooperate with other Yellowknife Seniors' Society committees from time to time as necessary.

7. Develop and distribute press releases after approval by the Board.

Policy Topic: Membership Committee

Page 1 of 2

President's Signature: _____

Purpose:

To promote membership in the Yellowknife Seniors' Society and to maintain ongoing contact with members through a communication sub-committee.

Composition:

The committee shall be composed of a chair person approved by the Board, the Sub-Committee Chair, and 2 or more other members of the Society who shall each have a vote.

The Chair may invite others to participate in the discussions and assist the Committee, however, they will not have a vote.

The Sub-Committee chairperson shall report to the Membership Committee chairperson.

Voting and Quorum:

Decisions should be made through consensus. If consensus is not possible, then the decision shall be made by 50% plus one of the voting members in attendance.

A quorum shall be 50% plus one.

Responsibilities:

The Committee is to develop and promote membership of Yellowknife Seniors' Society by:

1. Communicating with all members to notify them of special events through
 - Word of mouth,
 - Telephone/Text/Email,
 - Society's website - yksenior.ca,
 - Social Media – i.e. Facebook, Twitter, Instagram,
 - Special Events – Trade Shows, Parades, Bingos

2. Maintaining a current brochure describing the benefits of membership.
3. Recruiting seniors 50+ who do not belong to the Yellowknife Senior's Society.
4. Recruiting volunteers under the age of 50 to join as Associate Members.
5. Issuing membership cards and collecting dues.
6. Participating at special events to promote the Society.

Policy Topic: Nominations and Elections Committee

Page 1 of 1

President's Signature: _____

Purpose:

To facilitate the nomination of candidates for the Board of Directors of the Society and to operate the annual Election of Directors in a fair manner.

Composition:

Committee to be composed of three Yellowknife Seniors' Society members, in good standing, who will not be seeking election. The committee shall be selected by the existing Board of Directors and is to be named no later than December of the year prior to the election.

Responsibilities:

1. To actively recruit nominees for the Board from the membership and to encourage members to run for office.
2. To conduct the election at the Annual General Meeting (AGM), including final call for nominations, introduction of candidates, allow candidates (or their designate) to give a 2-minute presentation, distribute, collect and count ballots.
3. To announce the names of the new President and/or Directors to the membership at the AGM.
4. To action the destruction of the ballots once the members have voted their approval of that action.

President's Signature: _____

Purpose: To assist the Yellowknife Seniors' Society Board of Directors with its advocacy work on behalf of seniors residing in Yellowknife.

Composition:

The committee shall be composed of a chair person approved by the Board, and 2 or more other members of the Society who shall each have a vote.

The Chair may invite others to participate in the discussions and assist the Committee, however, they will not have a vote.

Voting and Quorum:

Decisions should be made through consensus. If consensus is not possible, then the decision shall be made by 50% plus one of the voting members in attendance.

A quorum shall be 50% plus one.

Responsibilities:

1. To suggest and prepare responses on issues affecting seniors in Yellowknife.
2. To maintain partnerships with other advocacy groups in Yellowknife and the NWT.
3. To make recommendations to the board on the appropriate involvement of the Society on seniors' issues.
4. Undertake advocacy tasks as directed by the Board.

President's Signature: _____

Purpose:

Composition:

The committee shall be composed of a chair person approved by the Board, and 2 or more other members of the Society who shall each have a vote.

The Chair may invite others to participate in the discussions and assist the Committee, however, they will not have a vote.

Voting and Quorum:

Decisions should be made through consensus. If consensus is not possible, then the decision shall be made by 50% plus one of the voting members in attendance.

A quorum shall be 50% plus one.

Responsibilities:

President's Signature: _____

Purpose:

Composition:

The committee shall be composed of a chair person approved by the Board, and 2 or more other members of the Society who shall each have a vote.

The Chair may invite others to participate in the discussions and assist the Committee, however, they will not have a vote.

Voting and Quorum:

Decisions should be made through consensus. If consensus is not possible, then the decision shall be made by 50% plus one of the voting members in attendance.

A quorum shall be 50% plus one.

Responsibilities:

Policy Topic: Job Description – Board President

Page 1 of 2

President's Signature: _____

Authority:

The Board President has the authority to fulfill the duties as outlined below. She/he is accountable to the Board of Directors.

General Duties:

- To preside at all Board, Executive, Annual, General and Special meetings of the organization. As President, she/he should be familiar with rules of order. The President has no vote, except in the event of a tie, but may contribute to the debate and discussion as per the rules of order.
- To be thoroughly familiar with the constitution and bylaws.
- Is an ex-officio member of all committees. Assists committees with the development of their objectives, programs, budgets, and reports as requested. Includes committee reports as a regular item for the Board meetings.
- Ensures the Treasurer prepares a budget with input from the committees and Executive Director.
- Is one of four signing authorities and must ensure that expenditures are made within the budget parameters or as authorized by the Board of Directors.
- Make formal presentations, functions and meetings of community, government, etc. on behalf of the membership.
- Is the spokesperson to the public on all matters pertaining to the Society.
- Meets with Executive Director prior to Board meetings to set the agenda.
- Supervises and evaluates the Executive Director. Oversees personnel matters, including the review of personal policies. Maintains a record of personnel evaluations and issues.
- Meets with Executive Director to ensure the Board direction is carried out or Board approval is sought where necessary.
- Develops an annual calendar of events in co-operation with the Executive Director for Board approval.
- Also see the Board Member job description and Executive Committee terms or reference.

Term:

The president is elected by the membership of the Annual General Meeting for a two-year term.

At the end of the term the position is terminated following the Annual General Meeting and he/she serves as Immediate Past President.

President's Signature: _____

Authority:

The Vice President has the authority to fulfill the duties as outlined below. She/he is accountable to the Board of Directors.

General Duties:

- Has all the powers and performs all the duties of the President in his/her absence.
- Performs other duties as are delegated.
- Attends Executive Committee and Board meetings.
- Performs the duties listed in the Board Member Job Description and the Executive Committee terms of reference.

Term:

The Board of Directors elects the Vice President at the first meeting after the Annual General Meeting for a one-year term.
The position is terminated following the Annual General Meeting.

~~Policy Topic: Job Description 2nd Vice President~~ _____ Page 1 of 1

President's Signature: _____ original signed by Blake Lyons _____

Authority:

~~Fulfills duties as listed below. She/He is accountable to the Board of Directors.~~

~~General Duties:~~

- ~~• Has all the powers and performs all the duties of the President/1st Vice President in his/her absence.~~
- ~~• Performs other duties as are delegated.~~
- ~~• Attends Executive Committee and Board meetings.~~
- ~~• Performs the duties listed in the Board Member Job Description and the Executive Committee terms of reference.~~

~~Term: _____~~

~~The Board of Directors elects the 2nd Vice President at the first meeting after the Annual General Meeting for a one-year term. The position is terminated following the Annual General Meeting.~~

Policy Topic: Job Description – Treasurer

Page 1 of 1

President's Signature: _____

Authority:

The Treasurer has the authority to fulfill the duties as outlined below. She/he is accountable to the Board of Directors.

General Duties:

- To oversee the financial affairs of the organization.
- Reviews monthly financial statements.
- Works in cooperation with the Executive Director in the budget development process and ensures input from all committees.
- Ensures the financial audit is completed and reviews it prior to the Annual General Meeting. Ensures the audit is presented to the membership at the Annual General Meeting.
- Shall present an annual budget to the membership for information at the Annual General Meeting.
- Ensures financial policies are reviewed and developed as needed.
- Is one of four signing authorities.
- Attends Executive meetings
- Performs duties as listed in the Board member job description and the Executive Committee's terms of reference.
- Acts as Chairperson of the Finance Committee.
- Other duties as assigned.

Term:

The Board of Directors elects the Treasurer at the first meeting after the Annual General Meeting for a one-year term.

The position is terminated following the Annual General Meeting.

President's Signature: _____

Authority:

The Secretary has the authority to fulfill the duties as outlined below. She/he is accountable to the Board of Directors.

General Duties:

- Attend approximately twelve meetings a year.
- Provide a three to six-hour commitment per month.
- Be an active, committed participant in the affairs of the organization.
- Perform secretarial function for recording of minutes of meetings.
- Prepares the minutes of Board meetings within 10 days of the meeting.

Term:

The Board of Directors elects the Secretary at the first meeting after the Annual General Meeting for a one-year term.

The position is terminated following the Annual General Meeting.

President's Signature: _____

Authority:

The Board of Directors is the legal authority for Yellowknife Senior's Society. As a member of the board, a Director is a trustee for the membership and is responsible for the effective governance of the organization. Directors are expected to fulfill the duties as outlined below. Board members are accountable to the Board of Directors and to the membership (that is why Board members can be removed by the membership).

General Duties: (Each member of the Board and Board collectively)

- Is accountable to and legally responsible for the organization.
- Represents the organization to the community in a positive manner.
- Collectively approves policies.
- Provides overall direction for the organization.
- Approves the organization's budget and ensures that there are sufficient funds to meet it.
- Fulfills the mandate as identified in the constitution, by services, establishing priorities and approving long and short-term plans.
- Monitors the operations of the organization and makes recommendations or takes action.
- Evaluates the results of the organizations' operations and identifies change to the budget, plans and policies as appropriate.
- Proposes constitution and bylaw changes for membership approval.
- Promotes the organization in the community and among the membership.
- Maintains and builds the Board.
- Establishes a Board structure to carry out the Board's work in cooperation with others.
- Board members are expected to attend meetings and be prepared by reading minutes, preparing reports, etc.
- Board members are expected to actively participate in the organization in and chair one of the committees.

- Adheres to the bylaws of the society.
- The Board employs staff to conduct daily operations.

Term:

Board members are elected by the membership of the Annual General Meeting for a one- or two-year term.

At the end of the term the position is terminated at the Annual General Meeting, or by resignation or removal as per the bylaws.

President's Signature: _____

Authority:

The Immediate Past President has the authority to fulfill the duties as outlined below. She/he is accountable to the Board of Directors.

General Duties:

- Acts in an advisory capacity to the Executive Committee and the Board of Directors.
- Has all the powers and performs all the duties of the President, in the absence of all the following: President, Vice President.
- Attends Executive Committee meetings, when invited (ex-officio non-voting), and Board Meetings.
- Performs the duties listed in the Board Member job description.
- Performs other duties as delegated.

Term:

The Immediate Past-President shall continue to be the Immediate Past President until a new President is elected.

Policy Topic: Job Description - Executive Director

Page 1 of 1

President's Signature: _____

General Duties:

1. The Executive Director of the Yellowknife Seniors' Society develops and implements programs approved by the Board for the membership of the Society, within budget limitations.
2. Identifies sources of funding and prepares applications to access those funds.
3. Manages the financial and physical assets of the Society so as to safeguard them from loss through inefficiencies, poor maintenance, fraud and theft.
4. Develops and promotes relationships with the media, funding agencies, other organizations with similar interests and service providers to seniors.
5. Manages the Baker Community Centre to ensure it is a clean, well maintained and safe environment for use by seniors, is a continuing source of revenues, and is viewed as a vital part of the lifestyle for seniors.
6. Ensures adequate resources for financial reporting and building maintenance.

The Executive Director is accountable to the Board of Directors through the President of the Society.

President's Signature: _____

The Yellowknife Seniors' Society representative, and alternate representative, to the NWT Seniors' Society Board shall be nominated by the Yellowknife Seniors' Society Board. The representative and alternate shall serve for the three (3) year appointment period identified by the NWT Seniors' Society Board.

President's Signature: _____

In recognition of the expanding senior population in the City of Yellowknife and the corresponding need to provide increased facilities to support their activities, the Yellowknife Seniors' Society has created a building fund. The building fund will be operated in the following manner.

1. The Building Fund for the Yellowknife Seniors' Society will be held in a Guaranteed Income Certificate (GIC) for the purpose of expanding the Baker Community Centre.
2. The Building Fund will not be available for the day to day operation of the Baker Community Centre.
3. Contributions to the building fund will be accepted from the members of the Society and the public generally.
4. The Society will also contribute to the fund.
5. The funds shall be used for extra-ordinary renovations or maintenance or other purposes, by motion, with approval requiring a two thirds majority vote, at a properly constituted Board of Directors meeting.
6. Other expenses from this fund require a 2/3 majority vote of the directors at a properly constituted Board meeting of the Yellowknife Seniors' Society.

Yellowknife Seniors' Society

Policy B24

Date TBD

Policy Topic: Board Orientation

Page 1 of 1

President's Signature: _____

Yellowknife Seniors' Society

Policy C1
deleted December 2018

Policy Topic: Program Philosophy

Page 1 of 1

President's Signature: _____

The following are key principles that should be followed when planning programs for the Yellowknife Seniors' Society.

1. The goals and objectives of the Yellowknife Seniors' Society should be kept clearly in mind when planning the program.
2. Effective programs develop out of interests and needs of the members.
3. The likes and dislikes, comfort and enjoyment of participants should be the concern of programs.
4. Put the plan in writing.
5. Where possible evaluation of programs should occur annually.

Yellowknife Seniors' Society

Policy C7
December 2018

Policy Topic: Volunteer Recognition

Page 1 of 1

President's Signature: _____

Through activities run by the Social Committee, the Yellowknife Seniors' Society shows that it recognizes the important contribution of volunteers to the success of programs at the Baker Community Centre.

Volunteers will be recognized annually during National Volunteer Week.

President's Signature: (annually) _____

To show the appreciation of the Yellowknife Seniors' Society for donations to our organization, the following protocol will be implemented.

For donations:

Less than \$50.00 will receive a letter of thanks.

\$50.00 to \$99.99 will receive a framed certificate.

A recognition wall will be constructed for recognition of donors from 2005 forward:

\$100.00 to \$1000.00 – Friends

\$1001.00 to \$5000.00 – Bronze

\$5001.00 - \$10,000.00 – Silver

\$10,001.00 + - Gold

Donor recognition activities will be the responsibility of the Social Committee. (e.g. on an annual basis supporters of the Society have been thanked with a gift of cookies baked by members.)

President's Signature: _____

An important source of revenue for the Yellowknife Seniors' Society is derived from the rental of the Baker Community Centre to organizations. Space is rented for such events as meetings, conferences, weddings, and dances. All bookings are made through the Society's Executive Director who is responsible for processing the application, scheduling, billing, and collecting payment.

Every effort will be made to schedule rental space around the established activities and programs of the Centre. Canceling or rescheduling of Yellowknife Seniors' Society established events and activities to accommodate a rental opportunity requires approval of the Board of Directors.

Every renter must complete an application form. The Terms and Conditions are outlined on the reverse side of the application form. Changes to the application or the Terms and Conditions must be approved by the Board of Directors.

Yellowknife Seniors' Society

Policy E14

Date TBD

Policy Topic: Investments

Page 1 of 1

President's Signature: _____

Yellowknife Seniors' Society

Policy F1
December 2018

Policy Topic: Smoking

Page 1 of 1

President's Signature: _____(original signed by Kathryn Youngblut)_____

Smoking is strictly prohibited in the Avens complex and within three metres (10 feet) of any entrance or exit.

The Yellowknife Seniors' Society believes that a smoke-free environment is consistent with community wellness, a key component of the Society's objectives.

Yellowknife Seniors' Society

Policy F2
June 2005

Policy Topic: **Gambling**

Page 1 of 1

President's Signature: _____(original signed by Kathryn Youngblut)_____

The Yellowknife Seniors' Society discourages gambling at the Baker Community Centre.
Exceptions are made for activities approved by the Board of Directors.

Yellowknife Seniors' Society

Policy F3
December 2018

Policy Topic: Alcohol

Page 1 of 1

President's Signature: _____

The Baker Community Centre is not licensed to sell or serve alcohol.

At the discretion of the Board of Directors of the Yellowknife Seniors' Society, alcohol may be served and/or sold at the Centre provided the seller or server first obtain the appropriate Special Occasion License from the liquor store. In addition, renters of space at the Centre must show proof of no exclusion of liquor service in the required liability insurance.

The Yellowknife Seniors' Society shall obtain a Special Occasion License for any event hosted by the Society when alcohol is to be served.

Policy Topic: Parking

Page 1 of 1

President's Signature: _____

Visitors to the Baker Community Centre may park in the designated visitor parking or designated Baker Community Centre parking areas on the *Avens, A Community for Seniors* property.

Policy Topic: Non-Members & Children

Page 1 of 1

President's Signature: _____

The application of this policy should be in the spirit of encouraging positive contribution and participation in the affairs of the Yellowknife Seniors' Society.

This policy does not apply to those attending functions held in space rented from the Yellowknife Seniors' Society.

Non-Members:

Non-members **of 50 years and older**, participating in activities with the Yellowknife Seniors' Society will be encouraged to purchase a current membership.

Non-members **under the age of 50** are encouraged to assist in the implementation of the Society's programs and become "Associate" Members. An Associate Member does not need to be accompanied by an Active Member. Non-members under the age of 50 who are not Associate Members are only permitted when they are accompanied by a Regular or Associate Member.

Children:

Inter-generational activities and programs are promoted by the Yellowknife Seniors' Society. However, in order to provide for the safety and comfort of the seniors, children are only permitted at the Baker Community Centre when they are accompanied by an adult or if they are participating in an organized program or activity designed to promote inter-generational relationships.

President's Signature: _____

This policy applies to Federal, Territorial, First Nations, and Municipal elections.

Announcements, campaigning and/or all activities associated with the election campaigns of candidates will not be permitted at the Baker Centre during regular functions and/or other seniors' activities. Yellowknife Seniors' Society will not endorse any candidate or give the impression that the Yellowknife Seniors' Society does endorse or support any candidate.

Candidates may rent the facility for their purposes like any other organization for meetings, etc. on compliance with the existing rental terms and conditions.