



LV 50+ Fit & Feisty

Constitution

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Article 1 – Name

The organization will be Laurentian Valley 50+ Fit & Feisty, hereafter described as (LV50+F&F).

Article 2 – Status

LV50+ F&F is a not-for-profit Volunteer Recreation Committee of Council under the Township of Laurentian Valley. This group will be based at the Alice & Fraser Recreation Centre, located in Laurentian Valley at 1 Henan Road, Pembroke, Ontario K8A6W8. Other facilities within Laurentian Valley Township and area will be utilized for various events. As a Volunteer Recreation Committee of Council, we are covered under the insurance umbrella of the Township of Laurentian Valley.

Article 3 – Aims & Objectives

1. The aims and objectives of this group will be:

- a.) To promote safe, respectful, and inclusive opportunities for adults 50+ in Laurentian Valley and the surrounding area.
- b.) To maintain an active and up-to-date membership program.
- c.) To provide programming that promotes physical, mental and social opportunities. The 3 primary programming components are:
 1. Physical Activity - Aging with Confidence
 2. Travel, Recreation and Culture & Entertainment – Laughter is the Best Medicine
 3. Coffee Connections – Maintaining Friendships & Building a Sense of Community
- d.) To partner with other clubs, groups and organizations for each other's mutual benefit.
- e.) To operate in a fiscally responsible manner.
- f.) To ensure that the LV50+F&F executive members exercise general supervision and direction over the social and physical interests of the group.

BY-LAWS

BY-LAW #1 – Governorship

1. The group will be governed by an executive consisting of an elected:
 - Chair
 - Vice-Chair
 - Treasurer
 - Secretary
 - Directors
 - Physical Activity Director
 - Travel Director
 - Recreation Director
 - Culture & Entertainment Director
 - Coffee Connect Director
 - Membership Director
 - Events Registration Director
 - Public Relations Director
2. The executive will have control over the affairs of the group, all activities and finances, including income and expenditures from membership, fundraising, activities, grants and donations etc.
3. A Township Council Representative will be appointed to the Committee as a liaison between the Volunteer Group and Council. The Township Council Representative will be encouraged to attend all monthly executive meetings.
4. A Facility Use Agreement between LV50+ F&F and the Alice & Fraser Recreation Centre Committee will be followed regarding the use and rental of the facilities. The executive will define rules and deal with matters pertaining to the use of the facilities.
5. Any person who physically or verbally abuses another person while attending a LV50+ F&F activity will be banned from attending activities for a period of time as determined by the executive based on the seriousness of the incident.
6. The executive may appoint committee chairpersons as it deems necessary to conduct programming, membership and to assist in other areas.
7. The executive will be elected for a period of two (2) years at a scheduled general meeting.

8. Voting for specific executive positions will alternate annually. This allows continuity of executive members who have historical knowledge.
Even years: Chair, Secretary, Coffee Connect Director, Membership Director, Travel Director, and Physical Activities Director
Odd years: Vice Chair, Treasurer, Recreation Director, Events Registration Director, Culture and Entertainment Director, and Public Relations Director
9. Any member who finds themselves in conflict pertaining to a particular subject must remove themselves during all discussion and voting.
10. All executive members must provide a criminal reference check as per Township of Laurentian Valley Policy HR A-07, as amended.
11. Executive and Directors' individual annual membership fee will be funded by LV 50+ Fit & Feisty.

BY-LAW #2 – Executive

CHAIR

- a.) Will preside over all meetings.
- b.) Ensure all executive members are responsible for their offices and carry out their duties in a conscientious manner.
- c.) Ensure a meeting agenda is prepared and circulated for all executive meetings.
- d.) Ensure that a Treasurer's statement is given at each meeting.
- e.) Ensure all committee reports are given by the committee chairperson or their representative.
- f.) Ensure the minutes from each meeting are recorded.
- g.) The Chair will not vote except in the case of a tie.
- h.) The Chair may ask a member of the executive to chair the meeting so that they may be entitled to put forth a motion, at which time, the person accepting the chair will relinquish their right to vote on the motion.
- i.) Coordinate program planning & calendar.

VICE-CHAIR

- a.) Will perform the duties of the Chair in their absence or at their request and will then have all the rights of the Chair.

- b.) When acting as Chair, they will not vote except when such a vote is needed to break a tie.
- c.) Will assist the Chair as required.
- d.) Liaison with community groups. Attend meetings as required.
- e.) Oversee grants and funding opportunities.
- f.) Keep inventory of the group's furniture and equipment assets.

TREASURER

- a.) Will provide financial statements when requested.
- b.) Present a Financial Report at each meeting. Executive members, who have financial information from the previous month, must submit to the Treasurer (electronically or physically) by the first day of the current month, so an accurate report can be given at the next executive meeting. An original copy must be provided to the Treasurer.
- c.) Ensure that all pertinent information, correspondence, minutes, etc. relating to financial matters are kept on file for a minimum of 7 years.
- d.) Responsible for the management of all funds and authorized to pay expenses upon request.
- e.) Prepare a year-end financial statement annually to present at the March Annual General Meeting, and provide to the Laurentian Valley Township.
- f.) Keep a record of all events/activities that include but is not limited to:
 - Number of participants
 - Revenue/Expenses
- g.) When a Treasurer retires or resigns, all records and information of a financial nature be placed in the custody of the Chair until a successor is elected or appointed. For the protection of both the outgoing and incoming Treasurer, an internal review of the financial records will take place between the outgoing Treasurer, the incoming Treasurer and an appointed representative from the LV50+F&F membership.
- h.) An annual proposed budget will be prepared and submitted to the Executive and to Laurentian Valley Township.
- i.) Apply for any required special event lottery licenses, and obtain and file all related records accordingly.

SECRETARY

- a.) Take attendance at all meetings.
- b.) Record minutes of each LV50+ F&F meeting and is responsible for maintaining an accurate and complete wording of the minutes.
- c.) Write letters as requested or directed by the executive.
- d.) Responsible for all outgoing and incoming correspondence.
- e.) Prepare minutes of the previous meeting and circulate prior to the next executive meeting in a timely manner.
- f.) Photocopy/print and distribute all calendars, posters and forms, etc.
- g.) Obtains all facility rental agreements from leaders. Collaborates with LV Township to get certificates of insurance for the fall and again in the new year, and provide such certificates to the facilities.

ALL DIRECTORS

- (a) Responsible for overseeing the activities and making decisions within their specific programming.
- (b) Manages the budget within their program.
- (c) Oversee the working group within their program.
- (d) Forwards information to Chair and Public Relations Director for advertising as required.
- (e) Obtain a participants list from Events Registration Director if required.
 - i. Collect payment and deposit to the Treasurer if required
- (f) Presents a report at each meeting.

1. PHYSICAL ACTIVITY DIRECTOR

- a. Responsible for all regular physical activity programming including but not limited to:
 - i. Pickleball
 - ii. Cornhole
 - iii. Shuffleboard
 - iv. Exercise Programs
- b. Responsible for Physical Activity equipment.

2. TRAVEL DIRECTOR

- a. Responsible for travel requiring bussing or transportation, such as but not limited to overnight trips and out-of-town day trips.

- i. Poll members for travel ideas
 - ii. Plan trip details & itinerary
 - iii. Delegate a leader for each trip.
- b. Liaison with other executive members or activity organizers to secure bussing/transportation when required.

3. RECREATION DIRECTOR

- a. Responsible for all seasonal and occasional physical activities, including but not limited to:
- i. Seasonal Activities
 - ATV runs
 - Hiking
 - Snowshoeing
 - Kayaking
 - Cycling
 - Horseshoes
 - Golf
 - ii. Special events --suggestions include:
 - Ebiking
 - Kicksledding
 - Bowling
 - Curling
- b. Liaison with Travel Director to secure bussing/transportation as required.

4. CULTURE & ENTERTAINMENT DIRECTOR

- a. Responsible for all local events and activities that provide entertainment, leisure, artistic expression and social connections, such as but not limited to:
- i. Local theatre ticket
 - ii. Music Jam
 - iii. Cards
 - iv. Darts
 - v. Apres Cafe
 - vi. Lunch Bunch
 - vii. Christmas Dinner & Dance
 - viii. Craft Classes
 - ix. Book Club
 - x. A&F Winter Carnival
- b. Liaison with Travel Director to secure bussing/transportation as required.

5. COFFEE CONNECT DIRECTOR

- a. Responsible for the weekly coffee house. Tasks include but are not limited to:
 - i. Planning themes
 - ii. Arranging weekly speaker/Plan weekly opening
 - iii. Set up and take down of each event
 - iv. Coordinate working groups ie greeters, kitchen

6. MEMBERSHIP DIRECTOR

- a. Receive and review all membership forms submitted via electronic platform.
- b. Ensure all payments are made and track payments accordingly.
- c. On a regular basis, create a PDF membership document and forward to executive members.
- d. Assist/cover for Events Registration Director when required.

7. EVENTS REGISTRATION DIRECTOR

- a. Receive all events/activity registration and payments.
- b. Provide participants list to activity leader.
- c. Assist/cover for Membership Director when required.

8. PUBLIC RELATIONS DIRECTOR

- a. Responsible for
 - i. Website
 - ii. Facebook
 - iii. Photograph events
 - iv. Email
 - v. Media
 - vi. Technical Support & Advisor
 - vii. Marketing
 - Posters
- b. Responsible for informing members of the following but not limited to:
 - i. New information
 - ii. Updates
 - iii. Events
 - iv. Calendars
 - v. Cancellations

BY-LAW #3 – Election of Executive

- a.) To serve as Chair, a person must have previously served on an Executive with Fit and Feisty, not necessarily the current Executive.
- b.) Suitable candidates for any other executive office can be nominated from the membership at a general meeting.
- c.) Members must be present to vote at the election.
- d.) Elections will be conducted by a representative of the Township of Laurentian Valley by ballot.
- e.) All Executive members are also eligible to nominate and vote.
- f.) Elected or appointed term of office will be for two (2) years beginning May 2023.
- g.) Each elected member of the executive will not hold more than one (1) position on the executive during a term except when a position becomes vacant, the executive may appoint an existing member to fill the position until another person is found.
- h.) Election of Executive will take place in March at the Annual General Meeting. The new executive and the old executive will coordinate business in March and April under the direction of the existing executive to transition into the role. The newly elected executive is invited to the April Executive Meeting without a vote. The new executive will assume sole responsibilities at the May monthly meeting.
- i.) Any executive member who wishes to resign from their position must submit their resignation in writing to the executive and have their resignation recorded in the minutes of the next scheduled meeting.
- j.) Any vacancy that occurs will be filled at the executive's discretion. The executive will advise the membership of the vacancy. Any person or persons willing to hold the vacant office may advise any member of the executive. If more than one name is submitted, the executive will vote on the names submitted. If no names are submitted, the executive will appoint a person to the vacant position.

BY-LAW #4 – Membership

- a.) All members will be treated with dignity, respect, and fairness by all other members and guests.

- b.) All members must be 50 years or older in the current membership calendar year.
- c.) All members will be subject to the regulation of the constitution and by joining the group will be deemed to accept these regulations and codes of practice as adopted by the group.
- d.) A membership roster will be maintained by the Membership-Director. Paid members have voting rights in a general meeting.
- e.) Membership fees will be set annually and agreed by the executive or determined by a general meeting.
- f.) Annual membership will be due on September 1st. There will not be a reduced fee for the summer months.
A registration in August will cover the remaining current year and the upcoming year starting in September.
- g.) Membership must be paid in order to attend/participate in events/activities unless otherwise stated.
- h.) A waiver must be signed with each new membership.

BY-LAW #5 – Meetings

- a.) LV50+ F&F will hold a regular executive meeting on the second Wednesday of each month with the meeting to start promptly at the designated time.
- b.) Meetings Agenda
- Call to order
 - Approval of agenda
 - Approval of previous minutes with follow-up on action items
 - Financial Report
 - Correspondence
 - Director Reports
 - Old Business/Action Items
 - Community Outreach
 - Health & Safety
 - New Business
 - Adjournment
- c.) The Chair has the authority to call a meeting at any time.

- d.) There must be a quorum to conduct a regular meeting. The presence of half plus one member of the executive constitutes a quorum. If no quorum, the meeting will be rescheduled.
- e.) All motions made and passed at any LV50+ F&F meeting will govern the affairs of the Group and will remain in effect until rescinded, provided they are not in deviance with any section of the constitution.
- f.) A maximum time of 15 minutes will be allowed for discussion on any topic. If further discussion is required, it will be then tabled until the next meeting.
- g.) Any executive member who misses three (3) consecutive meetings without a valid reason acceptable to the executive will be automatically removed from the executive. The Executive will follow the terms of By-Law #3 (j) to fill the vacant position.
- h.) There may be up to two (2) special planning meetings per year.

BY-LAW #6 – Finance

- a.) All group monies will be banked in an account held in the name of the group.
- b.) Any compensation or complimentary gratuities received while representing Laurentian Valley 50+ Fit & Feisty will be deposited to the Treasurer.
- c.) The Treasurer will be responsible for the club's finances.
- d.) The financial year of the club will end December 31st.
- e.) A statement of the previous year will be presented at the Annual General Meeting in March.
- f.) Any cheque drawn against the group funds will hold the signature of the Treasurer and the Chair or Bank Account Signing Authority and Chair.

BY-LAW #7 - Discipline and Appeals

- a.) All complaints regarding the behaviour code of conduct of members should be presented and submitted in writing to the Chair.
- b.) The executive will address complaints, appeals and discipline as required.

BY-LAW #8 - Dissolution

a.) A resolution to dissolve the LV50+ F&F can only be passed at an Annual General Meeting or Special General Meeting through a majority vote of the attending membership.

b.) In the event of dissolution, any assets of the LV50+ F&F that remain will become the property of the Township of Laurentian Valley.

BY-LAW #9 – Amendments To the Constitution

a.) Any amendments to this constitution must be passed by the executive with a majority vote.

b.) The proposed amendments must then be submitted by the executive to the membership at an AGM for final approval.

BY-LAW #10 – Declaration

The Laurentian Valley 50+ Fit & Feisty organization hereby adopts and accepts this constitution as current governance regulating the actions of the members.