



## Parksville Golden Oldies Sports Association

Incorporation September 1993, S-30981  
P.O. Box 957  
Parksville, BC  
V9P 2G9

## POLICIES

Updated – March 16, 2011

Updated – November 13, 2017

Updated – November 19, 2018

Updated – April 15, 2019

Updated – January 5, 2021

Updated – March 16, 2022

Updated – September 21, 2022

Updated – January 20, 2026

### Constitution (November, 2017)

**Name:** Parksville Golden Oldies Sports Association (PGOSA)

**Purpose:** PGOSA is dedicated to assist seniors aged 55 plus in maintaining a healthy, active lifestyle through participation in social and sporting activities. We are incorporated under the B.C. Societies Act. As such, we are a member funded society that primarily exists to carry on activities for the benefits of its members.

## **Administration**

1. Robert's Rules of Order to be used at AGM (April, 1997) and PGOSA meetings.
2. The Directors and Executive may exercise all powers as vested in the Societies Act to deal with all routine business. Members can have input via the Q&A agenda item at General Meetings.
3. In all matters of operation, the by-laws of PGOSA (incorporation #S-30981) as last filed in 2017 will apply.
4. Board Members are elected at the AGM. If vacancies occur in the interim, Board members can be appointed for the remainder of the term – their appointment to expire at the next AGM.
5. Annual general meeting minutes for groups with their own Executive and bank account (e.g. walking soccer, slo-pitch) must be filed annually with PGOSA (October, 1995).
6. A general meeting is to be held during the fall – e.g. November. The Annual General Meeting is to be held during the spring – e.g. April.
7. The immediate past president is invited to attend Board meetings with full voting rights and should be informed of the date, time, and place of the meeting.
8. (a) The nominating process and the nominees for Board members (AGM) shall be open and transparent to all PGOSA members. Nomination forms shall be posted on-line for interested members three months in advance of the AGM.  
(b) To aid the nomination process and to seek appropriate candidates for positions, a Nomination Committee shall be elected from the Board Executives and Directors. Any Board member except the President may participate in the Nomination Committee process. All Board members may speak to prospective and eligible candidates and encourage them to serve as Board members.  
(c) All current positions are vacated at the AGM and the election process is open to further nominations from the floor.
9. As of January 1 of each year, only paid-up members' names will be listed on the membership database (Nov. 13, 2017). All members shall pay the annual fees and submit a fully completed individual membership application.
10. All chairpersons of new events – administrative, sporting, or social – must submit the form – Proposed New Activity and be approved by the Board of Directors.

11. Members engaging in any activity that has a detrimental effect on the PGOSA organization may be subject to probation, suspension, or removal by the Board.
12. Stationery with the official PGOSA letterhead may be used only by the Board of Directors and approved members/managers of activities or events (January, 2003).
13. In respect to Personal Information and Privacy Act, membership lists will be kept on our website under password protection accessible only by B.O.D., Activity Managers, and the Membership Committee.
14. PGOSA policies shall be reviewed as required by the Board. When the introduction of new procedures or policies by the Board, Committee Chairs, or managers occur, they shall be discussed and voted on by the Board.
15. The term of office for elected officers is one year. If no PGOSA members are identified through the nominating process and there is interest on the part of the existing Director, they may run for re-election.
16. Written, verbal, or email reports or information from Directors are required for the Annual General Meeting (June 2006 Directors).
17. All meetings of Directors (Board Meetings) are open to members for viewing. Members or visitors may present to the Board if they have an issue or proposal to bring forward. Advance notification through the Secretary is needed to get on the agenda (November, 2017).
18. The Executive may declare a Board meeting "In Camera" when highly sensitive issues or improprieties of any member are being discussed. In camera meetings are closed to viewing (November, 2017).



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### **PGOSA Code of Conduct** (GM January 20, 2010)

1. Treat your playing partners with respect and support.
2. We play for enjoyment, physical exercise, and for socialization with others.
3. Avoid negative comments during play.
4. Compliment your team and opposition players.
5. Rough play is not acceptable.
6. Control your temper when involved in accidental situations.
7. Winning isn't everything.
8. Accidents can happen during play – control aggressive play.

**BE ACTIVE! GET INVOLVED!**

## **Ethical**

1. Sponsorship of events by outside businesses shall be considered on an individual basis by the Board of Directors (February, 2001) – only for activities that will be run for groups comprised solely of PGOSA members.
2. Lobbying by PGOSA in the community shall be considered on an individual basis by the Board of Directors (February, 2000).
3. PGOSA will not be directly involved in organizing youth activities (April, 1997).
4. Guests of members may be invited to social events.
5. Number of guests per member to be decided at the discretion of the chairperson of the event. Priority is to go to PGOSA members first.
6. For social events where bar permits are required, the bar hosts will request and provide proof of permit prior to the event.

## **Financial**

1. (a) Annual membership fees are as follows and shall be reviewed and approved at the annual budget meeting. Age is of December 31 for the membership year.  
Age 55 to 79: \$15.00    Age 80 to 89: \$10.00    Age 90 plus: No Fee  
(Revised at the April 2018 AGM)  
  
(b) Membership fees will be due by January 1 of each year, valid for the fiscal year, January 1 to December 31.  
  
(c) Rates for membership fees will be \$5.00 for September 1 to December 31  
(September 2022 Directors).  
  
(d) Affiliate members (living out of Oceanside area) can join for \$10.00 to play in a certain sport, league, or tournament.  
  
(e) Fees will be considered overdue after December 31 (November 2017). Members can not participate in PGOSA activities or events until their current year fees are paid.  
  
(f) Proof of membership may be requested at any time by Activity Managers.
2. If a group under the PGOSA umbrella has its own Executive and bank account (e.g. walking soccer, slo-pitch), a financial report and AGM minutes must be filed

annually with PGOSA (April, 1998).

3. Signing officers will be any two of the president, vice president, treasurer, and one designated Director (AGM September, 2016).
4. (a) All non-budgeted expenditures require approval of two Executive members.  
(b) Expenses by Board Members or Activity Managers directly related to PGOSA, can be reimbursed through regular approval or be included in the annual budget.
5. Renting out or loaning of PGOSA equipment to non PGOSA activities is not permitted (August, 1999).
6. Costs to membership for social activities are to be decided by the committee chairperson with Board approval (April, 1995).
7. Guests at PGOSA events may be charged an additional fee, the amount of which is to be decided by the event chairperson with Board approval.
8. There will be no paid advertising in the PGOSA newsletter. Local events or activities of interest to members can be featured in our newsletter. 'Friends of PGOSA' may submit general community information to be included in the newsletter – not advertising.
9. The Coastal Community Credit Union will be the official bank of PGOSA (March, 1996).
10. A non PGOSA person may be asked to review our financial statements at year end. Preference will be given to a person with CPA qualifications. The report should be in writing and presented to the membership at the AGM in April (November 2007 Directors).
11. Refunds of ticket returns, especially catered events after cut-off of sales, due to illness may be refunded at the discretion of the event chairperson after the event is completed and with approval of Directors, if required (August, 2003).
12. The Executive officers will annually conduct and report on the financial sustainability of PGOSA. A Budget will be prepared for presentation to and approval by Member vote at the Fall General Meeting. A simple majority is required for the Budget to be approved.
13. Contingency or reserve funds will be kept at a minimum of \$25,000 (November, 2018).
14. Discretionary funds – Directors need the approval of the Board for purchasing items not covered in the annual budget. For items that are included in the annual budget, Directors need the approval of two Executive Members.

## **Guidelines for Subsidizing PGOSA Activities**

1. PGOSA's mandate is to help provide healthy, affordable sports and social activities for all of its members.
2. (a) PGOSA may subsidize activities consisting of 100% PGOSA members at an appropriate rate of \$5.00 per member taking part in any activity, up to a maximum of \$500.00 per year per activity.  
e.g. 76 to 100 members x \$5.00 = maximum of \$500.00  
51 to 75 members x \$5.00 = maximum of \$300.00  
21 to 50 members x \$5.00 = maximum of \$150.00  
20 or less – discretion of the Board  
  
(b) For subsidies directed to slo-pitch softball leagues, the indoor (PISL) and outdoor (PSAG) leagues will be considered two different activities as they are managed by separate committees and managers.
3. It must be noted that some activities are more expensive than others. Therefore, the Executive will have the prerogative of evaluating and granting or rejecting special requests.
4. PGOSA will continue to purchase necessary equipment and supplies to enhance program operations.
5. Any newly established committee or activity may be granted an immediate start-up budget of \$100.00 to \$500.00. The new chairman or manager may then approach the Executive for extended support prior to budget submission.
6. PGOSA is a not for profit organization set up for the benefit of its members. Prices for its activities and special events must be kept to an affordable amount in order to encourage as many members as possible to participate. However, events should be run to be self-supporting, where possible, in order that money will be available for unforeseen expenses and prizes.
7. Subsidies for members going to the Senior Games will not be available.
8. May 23, 2012 – Directors – That long term service of PGOSA members be recognized – they were recognized at the 25th Anniversary celebration in 2018.
9. January 11, 2013 – Directors – That PGOSA insurance coverage only apply to activities approved by the Board of Directors and attended by PGOSA members.
10. September 17, 2014 – Directors – All current paid members to be given membership cards for the current year. All members to complete an individual membership form annually.

## **Duties of PGOSA Directors**

Refer to Constitution and PGOSA Bylaws. In addition to duties and responsibilities as outlined in Part 4 – Directors (Bylaw 4.1 to 4.4) and Part 5 – Directors’ Meetings (Bylaws 5.1 to 5.5). The following responsibilities will also apply to PGOSA Directors.

1. Directors will liaison with committees and activities assigned and will forward or present their concerns and needs to the Board.
2. Directors will obtain a budget from the committee chairpersons and/or managers and present such to the Board at least one month prior to the General Meeting (November) where the next year’s budget is adopted.
3. Directors will receive membership suggestions, process them, act on them, and if necessary, present such to the Board for direction and approval.
4. Directors will complete yearly written reports from their assigned activities or committees at least one month prior to the Annual General Meeting. and present them to the AGM.
5. Directors will attend all Board meetings.
6. Directors will advise the managers and chairpersons under his or her liaison to make sure all participating members in their event hold current PGOSA memberships.

## **Duties of a PGOSA Committee Chairperson/Manager**

1. The chairperson/manager will have complete charge of the committee or activity.
2. The chairperson/manager will invite and name PGOSA members to a working committee that will exist to assist the operation of the activity.
3. If the chairperson is not a Director or manager, he or she will maintain a liaison with the assigned Director.
4. The chairperson/manager will prepare a budget annually and present such to the Director assigned to that committee prior to committee work beginning.
5. The chairperson/manager will purchase the necessary supplies and equipment, remain within the budget guidelines, obtain receipts for purchases and present such to the Treasurer for reimbursement.

6. The PGOSA Treasurer will collect all applicable fees and deposit such with the PGOSA bank.
7. The chairperson/manager will prepare a written report of the year's activities and will present such to the PGOSA Secretary by the end of March of each year. Such report will be presented or circulated to the membership at the Annual General Meeting in April.
8. If, for some reason, the chairperson/manager is unable to continue to chair the committee, he or she will inform the President of PGOSA and recommend another chairperson to replace him or her.
9. Managers/chairpersons will ensure that all persons participating in their event have a current paid up PGOSA membership.

### **Duties of the PGOSA Membership Chairperson – Nov. 7, 2007**

1. Prepare PGOSA hand-out literature for new members.
2. Issue an official membership card (receipt) to each member that applies for membership in PGOSA.
3. Have each applying member fill out completely a membership form.
4. The membership chairperson collects fees Wednesdays at the Oceanside Arena from September to the end of April. Fees are also collected at the Parksville Community Park on some Fridays in the summer. Collection times are from 9:30 AM to 11 AM.
5. Along with the volunteer chairperson, prepare a list of members who will assist in collecting membership fees on Wednesdays at the Oceanside Arena.
6. Find another PGOSA member to collect the fees when the membership chairperson is unable to do so.
7. Membership fees collected should be forwarded to the Treasurer at month's end.
8. The deposit of PGOSA membership fees at our bank should be made approximately once a month by the Treasurer.
9. Members wishing to get name tags should order them from the membership committee. Whoever takes the order will give the ordering information and money to the chairperson and name tags will be ordered. Once obtained, they will be mailed to the member(s).

10. Provide updates to the membership database at least once a month.
11. Concerns that arise should be discussed with the Director-liaison person or the Board.
12. Present policy calls for an annual fee of \$15.00 for members under 80 years, \$10.00 for members 80 to 89 years, and free for members 90 years or over, for the calendar year. As of September 1, the fee is \$5.00 per person to the end of calendar year – December 31.