

Gimli New Horizons 55+ Centre Inc.

Constitution change- Draft Dec. 2018

#3 Membership: (amendment of Oct.7, 2008)

All members shall be at least 55 years of age; except spouses/**common law of members** can be members at any age. No person shall be excluded from membership because of race, colour, creed, ethnic origin, sexual orientation or physical or mental disability.

Members shall be at least 55 years of age: except spouses/**common law of members** can be members at any age. Associate members shall be accepted on request only. Applicants must be over the age of 50 years; pay a membership fee of \$5.00 over the regular membership fee; hold no voting privileges; and will have the same participation and responsibility rights as regular members.

No person shall be excluded from membership because of race, colour, creed, ethnic, sexual orientation or physical or mental disability.

***The phrase common law partner has been added**

Bylaw change Draft Dec, 2018

#9 Finance section C

Authority for expenditures are as follows

Up to **\$2500.00**- the Board

Over **\$2500.00**-Majority approval of Membership at a general or special meeting

Emergency repairs and purchases over \$2500.00- The Executive Committee and presented to the next General Meeting for ratification.

***Expenditure from 1500.00to 2500.00 is the change**

Gimli New Horizons 55+ Centre Inc.

Policy: Volunteer Recognition

Summary

This statement of policy and procedure establishes a method for Gimli New Horizons 55+ Activity Centre to recognize, facilitate, acknowledge, credit and celebrate the achievements of volunteers, and to thank the volunteers for their contribution to Gimli New Horizons 55+ Activity. Gimli New Horizons 55+ Activity recognizes that the work of the Centre could not be accomplished without the help of volunteers.

Policy

Gimli New Horizons 55+ Activity will provide appropriate and related recognition to all volunteers in appreciation for the valuable contribution they make to the Centre. This applies to all volunteers.

Procedure:

- Gimli New Horizons 55+ Activity will hold an annual event to which all those who have volunteered in the previous year (Oct 1-Sept.30) will be invited. The details regarding this event will be determined by the Volunteer Coordinator Chair
- Each member who has been a member in good standing shall receive recognition by a listing in the HiLites and receive a pin reflecting the appropriate years of continuous membership at 10,15,20,25,30 and 35 years. These pins will be presented at the Annual Membership event
- Members receiving their 25, 30 and 35 year pins will automatically become an Honorary Member and will not pay a membership fee for that year only. Their picture and New Horizons participation will be recognized in the HiLites

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Policy: Scent Free

Summary

This statement of policy and procedure establishes a method for Gimli New Horizons 55+ Activity Centre to provide guidance in regards to a scent free environment

Policy

When at Gimli New Horizons 55+ Activity Centre

- **Use “fragrance-free” products**
- **DO NOT wear heavily scented perfume, cologne or aftershave.**
- **DO NOT use heavily scented hand or body creams that are scented**
- **DO NOT use heavily scented hair products**
- **DO NOT use heavily scented soaps**

Some people who work or participate at Gimli New Horizons 55+ Activity Centre report sensitivities to various chemical-based or scented products. We ask for everyone's cooperation in our efforts to accommodate their health concerns.

Some members and staff may have an allergic reaction when exposed to the chemicals in perfume or scented products. They may have:

- headaches
- dizziness, light headedness
- nausea
- fatigue
- weakness
- insomnia
- numbness
- upper respiratory symptoms
- shortness of breath
- skin irritation
- malaise
- confusion
- difficulty with concentration

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Policy: Posting and Advertising of Events

Summary

This statement of policy and procedure establishes a method for Gimli New Horizons 55+ Activity Centre to provide guidance in regards to Posting and Advertising of Events.

Policy

Any Person or outside organization not affiliated with Gimli New Horizons 55+ Activity Centre must submit a written outline of an activity/meeting before it can be submitted.

- It must be of a generalized nature and approved by the Office Staff and /or Board
- Events in the community that are advertised must be inclusive to all, unless otherwise stated, i.e. Ladies Nite
- Events may be included in the Centre's newsletter HiLites if approved by the Office Staff and/or Board
- Posters and other written material may be placed on The Centre's bulletin board after review by office staff and subject to available room
- If the activity has been cancelled a notice must be placed on the bulletin board as soon as possible whenever possible

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Policy: Fundraising

Summary

This statement of policy and procedure establishes a method for Gimli New Horizons 55+ Activity Centre to provide guidance in regards to Fund Raising.

Definition of Fund Raising:

Includes the sale or raffle of any articles produced by the people in any activity or as a whole including: Arts and Craft sale, Garage sale, Floor Curling Bonspiel, in house 50/50 or any other like activity. Profits to stay in Centre.

Policy

Fundraising or fund raising (also known as "development") is the process of gathering voluntary contributions of money or other resources, by requesting donations from individuals, businesses, charitable foundations, or governmental agencies.

- It is the policy of Gimli New Horizons 55+ Activity Centre not to apply for outside licences to sell raffle tickets unless required through Manitoba Liquor and Lottery and/or Rural Municipality of Gimli
- Any items that are to be raffled will be done "in house"
- The Centre will not go into the community requesting donations unless it is through existing grants
- Door prizes or activity prizes will be manufactured "in House" or The Centre will pay vendors for them
- No outside tickets, pledges or requests for donations may be offered at the Centre
- Gimli New Horizons 55+ Activity Centre is a Not for Profit Charitable Organization. All donations are greatly appreciated, and tax deductible receipts will be issued for donations greater than \$25.00

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Policy: Conflict of Interest

Summary

This statement of policy and procedure establishes a method for Gimli New Horizons 55+ Activity Centre to deal with matters of Conflict of Interest that may arise when sitting on the Board or as a representative of, for Gimli New Horizons 55+ Activity Centre.

Policy

The policy shall be defined as a situation in which an employee or member of the board has a private or personal interest sufficient to appear to influence the objective exercise of their duties.

Members of the Board and employees shall perform their duties in a manner which does not place them in a conflict of interest. Members and employees shall avoid apparent and potential as well as actual conflicts of interest.

Purpose

Gimli New Horizons 55+ Activity Centre employees and member of the board are expected to maintain high standards of integrity, impartiality, ethical conduct and vigilance to prevent actual, perceived or potential conflicts of interest.

- **Conflict of interest.** Is when situations and circumstances in which an employee's personal interests are - or can appear to be - in **conflict** with the organization's **interest**
- While the Gimli New Horizons 55+ Activity Centre recognizes that employees and members of the board have a right to be involved in personal relationships and community and business activities, all employees and members of the board of Gimli New Horizons 55+ Activity Centre shall conduct themselves in a manner that will avoid conflict of interest situations
- Avoid any situation in which any actual, potential or perceived conflict of interest may arise, and to report to the President or 1st Vice president any such actual, potential or perceived conflict of interest of which they may become aware

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Policy: Confidentiality

Summary

This statement of policy and procedure establishes a method for Gimli New Horizons 55+ Activity Centre to provide guidance in regards to matters of confidentiality.

Policy

It will be the policy of Gimli New Horizons 55+ Activity Centre to maintain confidentiality concerning staff, members and volunteers.

- All information contained in Senior Centre files and records, as well as information learned in performing duties, is confidential. It may not be shared, released or discussed with unauthorized persons but is only to be used by personnel authorized to perform duties relative to these files and records
- Individual identities or information concerning specific staff, members or volunteers may not be released without their permission
- Media or other inquiries of a general nature are referred to the office Manager and President
- Inquiries concerning current or former employees are referred to the President of the Board of Directors
- Violations of the confidentiality policy are subject to disciplinary action, up to and including termination or membership expulsion
- All Gimli New Horizon members will have opportunity to "opt out" having their picture used in Senior Centre in related media releases however it is their responsibility to make it known

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Policy: Activity

Summary

This statement of policy and procedure establishes a method for Gimli New Horizons 55+ Activity Centre to provide guidance in regards to on site and off site activities at “The Centre”.

Policy

The policy shall be defined as a situation where members participate in an activity (on site or off site) special activities or workshop sponsored or affiliated with the Centre.

- The activity is open to all members unless otherwise specified (Minds in Motion)
- **All participants of activities are expected to be members or pay non members rates to participate**
- All activity leaders are expected to keep a log of who participates and submit to the office after each event, this includes off site activities such as bowling, golf and lawn bowling
- If there is a sign-up sheet members are expected to register in advance of start date
- Certain activities may have a limited number of participants so it will be on a “first come first served basis”. If there is a registration fee the spot is not guaranteed until payment is made
- Some classes may require that participants furnish additional supplies or equipment (quilting material, yoga mats, musical instruments etc.) and members are responsible for supplying them at personal cost
- If a class or activity is cancelled due to low enrollment or other circumstance a full refund will be given
- If the Facility Manager or staff can not be in during the day due to inclement weather or other unforeseen circumstances, activities will be held at the discretion of the Activity Leader
- The use of alcohol, or cannabis is strictly prohibited on the property unless proper permits for the event have been obtained
- Tobacco products/electronic smoking devices are not permitted inside The Centre but outside and 25 feet from the door

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- The activity leader will also collect fees for the activity and submit to the office
- Members and guests are expected to follow the Scent Free policy of The Centre
- Should a participant have an accident while at an activity or event, the Leader is responsible for the filing of an Accident Report form
- All participants must maintain a level of personal hygiene consistent with generally accepted standards of health and safety for themselves and others

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Policy: Usage of Facility

Summary:

This statement of policy and procedure establishes a method for Gimli New Horizons 55+ Activity Centre to provide guidance in regards to conflicts or cancellation of regularly scheduled activities.

Policy

Any activity of Gimli New Horizons may be moved at the discretion of the Office Manager and/or President if the space is required for an event sponsored by the Centre.

Practices and Measures:

- All events will be cancelled for General or Special Meetings, so ALL members may attend. Other events included Fall Supper, Yard Sale, Art & Craft Sale. This will include any fundraising endeavors or other events as determined by the Office Manager, President or Board
- The Centre is designated as an Emergency Measures building and as such if an emergency is declared all activities will cease for the duration of the emergency unless otherwise stated by the Office Manager, President or Board
- The Office Manager will try to accommodate the activity by suggesting an alternate location or time if space is available except for General or Special Meetings.

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Policy: Accessibility #1

Summary:

We are committed to complying with the Accessibility Standard for Customer Service under The Accessibility for Manitobans Act. Our policies, practices and measures reflect the principles of dignity, independence, integration and equal opportunity for people with disabilities. If a barrier to accessing our activities cannot be removed, we seek to provide alternate ways to access the goods or services. The following policy statements, organizational practices and measures are intended to meet the requirements of the Accessibility Standard for Customer Service. This policy applies to all employees and volunteers.

Meet communication needs

Policy

We accommodate communication needs by:

Practices and Measures:

- To meet communication needs, when appropriate we offer to communicate in different ways, such as writing things down, reading things out loud, and taking extra time to explain things
- We also keep paper and pens available to write things down
- Offer a chair when longer conversations are needed or offer a quieter space to sit down to engage with someone using a wheelchair
- All of our publications include the statement: "This publication is available in alternate formats on request." We also specify how a person can request an alternate format
- We use signs and documents that are easy to read, including using larger fonts and colour contrast, and ensuring messages are not printed on images
- We write signs and documents in plain language

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Policy: Accessibility #2

2: Accommodate the use of assistive devices

Policy

We accommodate the use of assistive devices members or others are accessing our activities or facilities.

Practices and Measures:

- We do not touch or move members' assistive devices without permission
- We are trained in how to use the assistive devices that we provide, including automatic doors and wheelchairs
- In cases where the assistive device presents significant and unavoidable health or safety concerns, we attempt to use other measures to ensure the person with disabilities can access our goods, services or facilities our organization: e.g., open flame and oxygen tanks cannot be near each other, so we extinguish candles when serving a person with an oxygen tank]

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Policy: Accessibility #3

3: Welcome support persons

Policy

We welcome support persons and we let the public know in advance if support persons have to pay admission or service fees.

Practices and Measures:

- We address the member not the support person, unless requested by the member to do otherwise
- We make space for support persons on-site and ensure members have access to their support persons at all times
- We charge admission for support persons. We will write receipts to the support person for the amount of the ticket
- We share information about fees for support persons with the public in the following ways:
 - Notice on the bulletin board poster for open events, in the HiLites which is posted monthly and posted on our website and through employees and volunteers

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Policy: Accessibility #4

4) We allow service animals on our premises

Policy

We allow service animals on our premises.

Practices and Measures:

- We treat a service animal as a working animal and do not distract a service animal from its job by petting, feeding or playing with it, unless given permission by the person with the service animal to do so
- Know how to identify a service animal by its harness or vest and by the assistance the animal is providing
- If we have concerns, we may ask if the animal has been trained to help a person with a disability-related need
- We do not inquire about the disability
- We expect the person who is handling the service animal to maintain control of the animal physically or through voice, signal or other means
 - If the service animal is showing signs of not being controlled (i.e., by barking, whining or wandering), we may provide a warning to the handler to control the animal
- If the service animal continues to misbehave, we may ask the handler to leave

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Policy: Accessibility #5

5): To ensure barrier-free access to our goods, services or facilities

Policy

To ensure barrier-free access to our services or facilities, we maintain our accessibility features so they can be used as intended.

Practices and Measures:

- We organize our space so that there is room for people with wheelchairs, electric scooters and walkers
- Our seating accommodates people of varying sizes and abilities
 - We keep hallways, aisles, entrance and reception areas, waiting rooms and meeting rooms clear of clutter
 - We keep our entrance area clear of ice and snow
 - We place standing signs out of the way to avoid tripping hazard
- Our accessibility features affected by this policy include hallways, entrance and reception areas, meeting rooms, accessible washrooms, automatic doors, and ramps

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Policy: Accessibility #6

6) We let the public know when and why an accessibility feature is temporarily unavailable, how long it will be unavailable, and other ways to access our facilities

Policy

We let the public know when and why an accessibility feature is temporarily unavailable, how long it will be unavailable, and other ways to access our facilities

Practices and Measures:

- If one of our accessibility features becomes temporarily unavailable, we prepare and post a notice, the reason for the disruption, how long it will last, and whether there are other ways we can provide access to our facility (e.g., by using an alternate entrance)
- We let the public know about disruptions in the following ways are specific to posted on website, on social media, and/or in newsletters posted at our building entrance, reception desk and/or in high traffic management

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Policy: Accessibility #7

7) We welcome and respond promptly to feedback we receive on: the accessibility of our goods and services.

Policy

We document the actions we take to respond to the feedback we receive, and that information is available on request in a format that meets the individual's communication needs.

Practices and Measures:

- We invite feedback in the following ways: Visit our reception desk, or contact us by phone, email, website
- All feedback is directed to the facility manager and /or the board who determines what action, if any, should occur
- If the feedback requires us to follow-up, the member or other is notified that the request is being reviewed and when they can expect a response
- We let the member or other know what action we will take to address their feedback, if any
- We respond to feedback in a way that meets the communication needs of the individual

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Policy: Accessibility #8

8: Provide the required training to employees and volunteers

Policy

We provide the required training on accessible customer service to employees, volunteers and management. We are trained on:

- Training if required on how to interact and communicate with people who face barriers to accessing our facility and services, use assistive devices, are assisted by a support person and/or are assisted by a service animal
- Training if required on how to use any equipment or assistive devices that are available on-site
- Training if required on the overview of The Accessibility for Manitobans Act, The Human Rights Code (Manitoba), and the Customer Service Standard
- Training if required on our organizational policies, practices and measures, including updates or changes

Practices and Measures:

- We train new employees, volunteers as soon as possible after hiring.
- We provide refresher training regularly, including updates to policies, practices and measures to office staff
- record who has taken training and when
- Feedback on the accessibility of our goods and services is addressed in regular board meetings.

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Policy: Harassment

Policy

Discrimination, harassment and bullying violate the fundamental rights, dignity and integrity of the individual. Gimli New Horizons Centre (the Centre) is committed to the prevention of discrimination, harassment and bullying to provide a safe and comfortable environment where all employees, members and guests are treated with dignity and respect. No one may be harassed and no one has the right to harass anyone else, at work or in any situation related to this organization.

The intent of this policy is to increase the awareness of what harassment and bullying are, how they can be prevented and how to deal with them should they occur at the Centre and/or at any activity sponsored or conducted by the Centre. This policy applies to all employees working for the Centre, all members¹ and all guests of the Centre.

What is Harassment?

There are two main types of harassment. One type includes inappropriate conduct in any form about a person's:

- age
- race
- creed
- religion
- sex, sexual orientation
- marital status, family status, economic status
- political belief, association or activity
- disability, size, weight, physical appearance
- nationality, ancestry or place of origin

A second type relates to what is sometimes referred to as "bullying" behavior that may involve:

- repeated humiliation or intimidation that adversely affects a person's psychological or physical well-being
- a single instance so serious that it has a lasting, harmful effect on a person

Harassment may be written, verbal, physical, a gesture or display, or any combination of these. It may happen only once or repeatedly.

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Discrimination occurs if a distinction is made on one of the above grounds that impose burdens, obligations or disadvantages that are not imposed on others.

Harassment, including sexual harassment, is one form of discrimination. It is defined as any conduct, comment, gesture, or contact based on one of the prohibited grounds as discrimination set out above that is unwelcome, and ought to be reasonably known as unwelcome. It is behavior that demeans, humiliates or embarrasses a person and which detrimentally affects the environment or leads to adverse related consequences for the person who is being harassed.

Harassment can occur between individuals of the same or different status. The person being harassed and the person harassing may be of the same or opposite sex.

Harassment, which is prohibited by this policy, can occur at the Centre or at other locations where employees or members are in attendance representing the Centre. Employees and members shall conduct themselves in a manner that meets acceptable social standards as outlined in this policy and that contributes to a positive environment where all are treated with dignity and respect.

Some examples of harassment include:

- Unwelcome sexual remarks, invitations or requests
- Threatening behavior or intimidation
- Written or verbal abuse or threats
- Patronizing or condescending behavior
- Displaying offensive or derogatory pictures
- Practical jokes that embarrass or insult someone
- Unwelcome physical contact
- Offensive gestures
- Persistent unwelcome gestures of a sexual nature
- Conduct or comments of a sexual nature
- Physical or sexual assault

What is not Harassment?

Reasonable actions by employees, members or guests to help manage, guide or direct others are not harassment. Appropriate employee performance reviews, counseling or discipline by a supervisor or manager are not harassment issues.

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Rights and Responsibilities

Employees, members and guests at the Centre are entitled to perform their tasks free of harassment.

Employees, members and guests have a responsibility to treat each other with respect. Any employee, member or guest who experiences harassment or sees another person being harassed is to report the incident in writing to the Centre's President or 1st Vice President.

Employees, members and guests are responsible to co-operate in the investigation of a harassment complaint. Anyone who investigates or gives evidence in a complaint investigation is asked to keep details confidential.

All employees, members and guests have the right to file a complaint.

The harassment prevention policy at the Centre does not discourage or prevent anyone from exercising their legal rights.

The Centre is responsible for keeping an environment that is free of harassment. If someone becomes aware of harassment they must do everything in their power to stop it, whether or not a complaint is made.

Protection from discrimination, harassment and bullying, including cyber-bullying extends to incidents occurring at or away from the Centre.

As essential principle of human rights law is that the most important concern is the effect, or consequences, of actions of others. Sometimes a person is not aware that their actions are discriminatory. There may have been no intention to discriminate. However, the intention of the person contravening the policy is not relevant to determining whether a person has been a victim of discrimination or bullying.

Where discrimination, harassment, bullying or cyber-bullying has occurred, the Centre will implement remedial action appropriate to the situation, and may take disciplinary action. Persons who bring forward a complaint in good faith under this policy will not be subject to reprisal. Where it is determined that a complaint was made in bad faith, or was frivolous, vindictive, or vexatious, the Centre will take the appropriate action.

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The Board's Responsibilities

The Centre's Board must ensure, as much as possible, that no employee, member or guest is harassed while performing their tasks.

The Board will take corrective action with anyone under their direction who harasses another person.

The Board will not disclose the name of a complainant or an alleged harasser or the circumstances of the complaint to anyone except where disclosure is:

- necessary to investigate the complaint
- a part of taking corrective action
- required by law

Procedures Applying to Complaints of Harassment

The Centre encourages employees, members or guests who feel they have been harassed or bullied while in the Centre's environment to make a direct request to the alleged harasser that the offensive behavior stop. This can be done in person or in writing. If someone feels they are unable to deal with the matter directly, they can put their complaint in writing and give it to the Centre's President or 1st Vice President.

The complaint will be investigated thoroughly and promptly by either the President or 1st Vice President. When the investigation is complete, the investigator will provide a written report to the Board.

The Centre's President or 1st Vice President, will inform the person who filed the complaint and the harasser of any remedies and/or disciplinary action to be taken.

Corrective Action for Harassers

When the investigation does not find evidence to support the complaint, no further action will ensue.

When the investigation finds harassment has occurred:

- A) Employees who harass another person will be subject to corrective action by the Board. In most cases, the incident and the corrective action will be recorded in the employees personnel

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B) file. Corrective action may include -but is not restricted to- verbal discussion of the matter, issuing a letter of apology, a requirement to attend workplace behavior training, or employment termination.

B) Members or guests who harass another person will be subject to corrective action by the Board. Corrective action may include -but is not restricted to- verbal discussion of the matter, issuing a letter of apology, or their membership may be terminated

Retaliation

Anyone who retaliates in any way against a person who has complained of harassment, given evidence in a harassment investigation or been found guilty of harassment, will be considered to have committed harassment and will be subject to corrective actions described previously.

Education

The Centre commits to making sure all of its employees, members and guests learn about harassment and the Centre's harassment policy.

Monitoring

The Centre's Board will monitor this policy and make adjustments whenever necessary. If you have any concerns with this policy, please bring them to the attention of the Centre's President or 1st Vice President.

Remedies for Harassed Persons

A) Employees who have been harassed may be entitled to one or more of the following remedies, depending on the severity of the harassment and its effects:

- an oral or written apology from the harasser and/or the Centre
- compensation for any lost wages
- compensation for any lost employment benefits, such as sick leave

B) Members and guests who have been harassed may be entitled to one or more of the following remedies, depending on the severity of the harassment and its effects:

- an oral or written apology from the harasser and/or the Centre
- compensation as the Board may deem necessary under the circumstances