

## **Seniors Friendship Club**

### **Policies in Place**

**December 2018**

#### **Refunds**

If members who have signed up for a pre-paid event are unable to go, their payment is not refundable but is transferable.

#### **Compensation**

Organizers of full-day bus trips with meals may be entitled to the cost of their evening meal. This policy is applied on a case-by-case basis.

#### **Members 90 years of age and older**

Membership is free for those 90 years of age and over.

#### **Sanctioning activities**

An activity is officially sanctioned if it is mentioned in an Activities report that is accepted by the Directors. Sanctioning can also be done by email as long as a paper trail is well-established.

#### **Extended memberships**

Memberships bought by people up to 3 months in advance of the beginning of the membership year (September 1) are good to the end of that year.

#### **Out-of-town guests**

Out-of-town guests are allowed to attend SFC events, and should be encouraged to make a small donation to the club.

#### **Treasurer**

A Police check is required for the club Treasurer.

#### **Indemnification**

In compliance with the Canada Not-for-Profit Act, the SFC will carry insurance to indemnify the Directors and Officers acting for and on behalf of the Corporation.

#### **Advertising non-SFC events**

The SFC may advertise a non-SFC event through a mass emailing if

- the event is of interest or benefit to a significant number of members; and
- the event is geared primarily to seniors; and
- the event does not involve a commercial company; and
- it is made clear that the event is not sanctioned by the SFC.

The SFC may mention any event of general interest to its members in its column in the NRT, on its Facebook page or on its website.

The SFC should not send out a general email at the request of an individual member looking for one or two other like-minded members to participate in an SFC or non-SFC event.

### **Insurance**

**1.** Corporation by-laws shall be reviewed annually by the Executive to ensure that they are current with the Canada Not-for-Profit Act and its regulations and all other acts which may have direct implications on the operation and management on the Seniors Friendship Club (8773009 Canada Association) and its activities.

**2.** The Seniors Friendship Club (8773009 Canada Association) shall ensure that a third-party liability insurance policy for the annual protection of the Corporation and its activities is in place.

**3.** The insurance policy shall be reviewed annually to ensure that the coverage is sufficient to protect against legal action related to:

- activities offered by the Seniors Friendship Club (8773009 Canada Association) to/for its members
- activities of the Directors and Officers and members in carrying out duties assigned and approved by the Board of Directors

**4.** That individuals contracted by the Seniors Friendship Club (8773009 Canada Association) to provide an activity or service to the Seniors Friendship Club have sufficient insurance coverage for their own protection against a claim that may result from the provision of their service to the Seniors Friendship Club for the benefit and/or enjoyment of its members.

### **Loaning Out the SFC Audio/Visual Equipment**

Groups seeking to borrow the SFC audio/visual equipment must comply with the following conditions:

- The group must be associated with the Town of Deep River in some way;
- The group must have an SFC member who is trained on setting up the equipment present during its use;
- The group must accept responsibility for any damages to the equipment while it is in their care.

The SFC Directors will evaluate each request on a case-by-case basis.

