

# Seniors Recreation Council Wongan-Ballidu Branch By-Laws

The Centre welcomes **all** senior citizens, and its goal is to be of service.

As guests, individuals can personally help the Senior Centre maintain a warm, positive and safe environment. The *Senior Centre* bylaws, which include a dress code, provides guidelines for the actions of all who volunteer at and use the services

## ***Serving Committee***

That all committee members serve a term of no less than two years consecutively

## ***Patron Conduct***

In keeping with that policy, all groups and individuals are expected to adhere to the Senior Centre's Bylaws when participating in programs, taking advantage of services or otherwise using the facilities. The Centre reserves the right to remove individuals from facilities or programs by assigning clearly stipulated periods of suspension.

As members of the community, patrons are always expected to conduct themselves in an appropriate manner while participating in programs and services provided or sponsored by SRCWBB. Acts of violence, disrespect for authority, un-sportsmanlike conduct, misuse or abuse of the facility or equipment, or use of foul language or gestures will not be tolerated. The SRCWBB reserves the right to remove patrons from the facility, programs and services via suspension periods determined by the executive committee and authorised representatives.

## ***Mobile Phone Policy***

To eliminate disturbance to fellow members, whether on the course or in the centre, mobile phones users are strongly urged to use "silent" ring, voicemail or message bank facilities. Outgoing calls should, for the same reason, be made out of earshot of fellow members and should be restricted to calls of an essential nature, in all areas of the centres facilities.

## ***Violations***

In keeping with standard definitions of social etiquette, the following will be considered unacceptable behaviors:

- Inappropriate behavior or language that disturbs other participants.
- Activities that infringe on the rights of Senior Centre participants or staff.
- Destruction of Senior Centre materials, equipment, furniture and grounds.
- Inconsiderate or discourteous behavior toward Centre participants or staff.
- Racial, religious or sexual harassment of Centre participants or staff.
- Vandalism or littering in the Centre or on its grounds.
- Violation of any federal, state, county or shire laws and ordinances.
- Violation of smoking ordinances both inside and outside of the building.
- Inappropriate or revealing attire including footwear.
- Failure to maintain personal cleanliness and good hygiene.

## **Misconduct**

Here are some examples of policy misconduct.

A one-week suspension may be enforced for such actions as unnecessarily rough behavior against another participant or the surroundings. Such actions include shoving, hitting, abusive language or gestures, minor damage to the facility or equipment.

A participant will be suspended for a three-month period from the date of incident for the following actions: fighting or physical violence against another participant, and/or any major damage to the facility or equipment or entering the Centre premises before a three-month suspension is completed.

A participant will be suspended for at least one year, possibly longer or permanently, from the date of incident for pushing, shoving, or otherwise using physical violence toward any staff member or participant.

A participant found using physical violence or damaging the facility within a year after returning from a suspension will not be allowed in the centres facility or programs until reinstated by the Executive Committee or authorised persons.

With the understanding that all service providers utilizing the Senior Centre will be required to adhere to by the Centre's rules, laws, and processes, the Program Coordinator or will implement the Seniors Recreation Council; Wongan-Ballidu Centres bylaws by responding as follows:

### **1. FIRST OFFENSE – GIVE VERBAL WARNING TO PARTICIPANTS**

- A. Meet with participants to discuss conduct policy.
- B. Discuss inappropriate behavior and the violation(s) that occurred.
- C. Make a record of the incident.
- D. Advise the violator that continued inappropriate behavior may result in suspension from programs.

### **2. SECOND OFFENSE – ADDRESS INCIDENT**

- A. Meet with the participant to discuss the violation.
- B. Make a record of the incident.
- C. Possibly suspend the participant from the program.

### **3. THIRD OFFENSE – DOCUMENT TO PARTICIPANT**

- A. Prepare an outline of circumstances, including Centre terms or restrictions.
- B. Possibly introduce a suspension to run in accordance with the infraction.

### **4. INCIDENTS OF IMMINENT DANGER**

- A. Handle imminent danger to persons or property as a police matter.
- B. When appropriate call 000 to protect the safety of participants and staff at the Centre.