

# Alberta Elks Foundation Regulations

Alberta Elks Foundation



**REACHING OUT TO OTHERS**

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Revised February 20, 2012

By

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The objectives of the Society are:

- 1 To carry out the charitable activities of all the subordinate Lodges of the Elks of Canada in the Alberta Elks Foundation;
- 2 To hold and administer funds and property for the purposes of advancing education, providing healthy recreation by way of facilities for the public, and funding research, which is disseminated to the public at large in accordance with the Income Tax Act;
- 3 To receive and maintain a fund or funds and to apply all or part of the principal and income there from, from time to time, to charitable organizations that are also registered charities under the Income Tax Act;
- 4 To establish and maintain community facilities available for the use of the public.

## **FOUNDATION REGULATIONS**

### **R1. Foundation Executive Meetings**

- 1.1 Only executive members of The Foundation including the Chairman, Vice-Chairman, the five Directors, all of whom shall have voting privileges and the Secretary-Treasurer and Judiciary Committee are to attend The Foundation Executive meetings.
- 1.2 At the discretion of the Chairman, other members of the Elks and Royal Purple Lodges Associations or Members of a Royal Purple Lodge and guests may be invited to all or part of The Foundation executive meeting. The invited guests and Committee members appointed by The Foundation shall not have voting privileges.

### **R2. Foundation Representation**

All requests for representation on behalf of The Foundation shall first be directed to The Foundation Chairman who shall determine attendees to represent The Foundation.

### **R3. Signing Authority**

The Foundation Chairman, the Vice Chairman and Secretary-Treasurer shall be responsible for having signing authority for all accounts and investment of The Foundation. The Committee Chairmen shall be included for having signing authority on gaming accounts, project accounts, applications and reports.

### **R4. Definitions**

The use of the titles of Trustees and Directors is interchangeable when referred to in The Foundation By-laws and Regulations.

### **R5. ISTAR (Institute for Stuttering Treatment and Research) Board Representatives**

- 5.1 The Foundation shall have three (3) members elected annually by the members of The Foundation Board, at its first meeting, as representatives on the ISTAR Board.
- 5.2 Two of the members shall be members of The Alberta Elks Association and the third member shall be a member of the Royal Purple Lodges Association or Royal Purple Lodge.
- 5.3 Both the existing members appointed to the ISTAR Board and the newly appointed members shall attend the ISTAR meeting immediately following the Annual Foundation Conference.

## **R6. Committees**

### **6.1 Casino Committee**

The committee shall consist of at least one member, who shall be appointed by The Foundation Chairman and the Vice Chairman and who shall be the Chairman.

The Committee shall:

- 6.1.1 Ensure the applications, related forms and information required by Alberta Gaming Commission and others are properly completed and submitted.
- 6.1.2 Conduct such casinos as approved by the Assembly at the annual or special meetings under the supervision of The Foundation Directors.
- 6.1.3 Ensure strict compliance with all Government or other laws or regulations.
- 6.1.4 Be responsible for ensuring an annual audit of the casino funds and reporting same at the annual meeting.

### **6.2 Foundation Raffle Committee**

The Chairman shall provide an approved current copy of the rules and regulations for the sale of the Raffle Tickets including an approved list of the regulations prizes and draw dates for attachment to The Foundation Regulations. The Chairman shall be paid an annual honorarium of \$100.00 per month for use of personal facilities to conduct the Annual Raffle.

The Committee shall:

- 6.2.1 Consist of at least one member, who shall be appointed by The Foundation Chairman in consultation with the incoming Provincial President and who shall be the Raffle Chairman.
- 6.2.2 Give guidance and upon request make recommendations to The Foundation Chairman and the Directors.
- 6.2.3 Provide an approved copy of the rules and regulations for the sale of Raffle tickets including an approved list of prizes and draw dates for the attachment to The Foundation Regulations.
- 6.2.4 Ensure the applications, related forms and information required by Alberta Gaming Commission and others are properly completed and submitted.
- 6.2.5 Ensure strict compliance with all Government or other laws and regulations.
- 6.2.6 Be responsible for ensuring an annual audit of the Raffle funds and reporting same at the annual Foundation meeting.

### **6.3 Tabs for Tots Committee**

The committee shall consist of a minimum of one member, who shall be appointed by The Foundation Chairman and Vice Chairman and who shall be the Chairman.

The Committee shall

6.3.1 Be responsible to receive aluminium tabs and scrap aluminium from Lodges and members and to arrange for the sale of the tabs and other scrap aluminium to the scrap dealer offering the highest price for the scrap and tabs.

6.3.2 Provide a report of the collections and sales to The Foundation Chairman annually.

### **6.4 Float Committee**

The Committee shall consist of a Float Committee Chairman appointed by the Foundation Chairman and Vice Chairman.

The Float Committee Chairman may add members, only as required, to assist in the transportation and operation of the float to and from the Lodges using the float.

#### **6.4.1 The Foundation Secretary shall:**

1. Ensure the Lodges are aware of the \$300.00 fee, plus their choice of adding a \$40.00 fuel surcharge to the float fee or filling the float truck with fuel prior to departure from their community, for use of the float by sending out notices and applications in January.
2. Be responsible for the collection of the fee from the Lodges at the time of application, for use of the float.
3. Acknowledge receipt of applications and issue receipts to Lodges applying.
4. Prepare a schedule for the use of the float and notify Lodges. In most cases it is a first come first serve schedule, however in case of multiple requests for same date the Lodge that has used float most recently is disqualified. Not all requests may be filled if it is physically impossible to move the float in time between locations.
5. Forward all applications to the Float Committee Chairman as soon as possible after the deadline.
6. Be responsible for maintaining insurance and registrations for float tow vehicle and float liability insurance.
7. Refund fees to Lodges that are not scheduled to use the float.

#### **6.4.2 The Float Chairman shall**

1. Be authorized to respond to requests from Lodges with mid-season requests and collecting fees when necessary.
2. Be responsible for maintenance and repairs to float and tow vehicle.
3. Provide a report of the use, income and expenses for the activities of the float at the conclusion of the float season to the Foundation Chairman.

### **6.4.3 The Lodge using float shall:**

1. Assist with setting up the float and re-packing it for transport after each parade.
2. Provide accommodation either billet or motel for tow crew if required during use of the Float.
3. Ensure the only people on the float are properly seated in the one (1) seat provided; (maximum three (3) persons only; no other persons seated or standing.)
4. Assure that, in the interest of safety, candy or any goodies are NOT thrown off of the float at any time.

### **6.4.4 Float Fee Refund:**

In the event of a parade being cancelled due to weather conditions it is considered that the Float is available.

THEREFORE:

- The \$300.00 Float Fee is non refundable if the event cancelled by the host Lodge.
- The \$40.00 fuel charge is also non refundable provided the float has been delivered to the Host site.
- If the Host Lodge schedules an event for a date later in the same year then the Float Chairman may deliver the float provided it is available and the Lodge agrees to pay the extra cost of fuel.
- If the float is not delivered as the result of mechanical failure or traveling incident then the Host Lodge will receive a \$300.00 refund.

## **R7. Expenses**

- 8.1 Officers and Directors of The Foundation and Elks shall have expenses incurred while performing the business of The Foundation reimbursed.
- 8.2 Members of the ISTAR. Board representing The Foundation shall have expenses incurred while performing the business of The Foundation on the ISTAR Board reimbursed.
- 8.3 Travel expenses shall be reimbursed at a rate of \$0.25 cents per kilometre and the request for reimbursement shall be completed on the Expense forms.
- 8.4 All requests for reimbursement for payment of expenses shall be submitted to the Secretary-Treasurer on the appropriate forms including receipts, within thirty (30) days after the date of the expense.
- 8.5 The Chairman and Vice Chairman shall pre-approve all office expenses.
- 8.6 Incoming Trustees, Committee Chairmen and Committee Members shall be entitled to reimbursement of approved expenses for Foundation business beginning seven days following the Annual Conference in the year of their election or appointment to the Foundation.

8.7 Expenses of Trustees, Committee Chairmen and Committees having completed their term of office shall be entitled to reimbursement for approved expenses up to seven days following the Annual Conference

## **R 8.0 Foundation Grants**

**8.1.** At each Annual Conference, The Foundation shall contribute the sum of \$750.00 as charitable assistance to a qualified individual, organization or society as designated by the Host Lodge of that meeting. (See Bylaw 9.3)

### **8.2. For All Lodge Grants**

8.2.1. All applications submitted for grants shall be prepared and sponsored by a Member Lodge of the Elks or Royal Purple within the jurisdiction of the Alberta Elks Association.

8.2.2. Requests from Member Lodges for Lodge projects and personal assistance grants shall be submitted to the Foundation office utilizing forms prescribed by the Board of Trustees and issued by the Secretary.

8.2.3. All applications for assistance shall include a copy of the Lodge minutes where project is adopted by lodge and showing approval was given to make a request for assistance.

8.2.4. Financial assistance for all Lodge projects and personal assistance shall be limited to an equal contribution from the Lodge. The Board of Directors shall have authority to consider extenuating circumstances in considering applications.

8.2.5. Requests for grants exceeding \$2,000.00 shall only be considered at the Annual General Meeting by the Membership and shall be submitted to the office of The Foundation thirty (30) days prior to the Annual meeting.

8.2.6. Financial assistance to a Lodge project shall not exceed \$5000 per project.

8.2.7. Requests for grants and assistance for \$2,000.00 or less shall be forwarded to The Foundation office and shall be evaluated and approved by the Board of Directors.

8.2.8. On-going Lodge projects requiring funding shall only be considered by the Foundation once in any three-year period.

8.2.9. Applications for Foundation grants will not be considered for the purchase, repair or maintenance of equipment for Elks or Royal Purple Facilities.

8.2.10. Verification of the Lodge and other participants' contributions shall be forwarded to the Secretary-Treasurer immediately following the conclusion of the project.

### **8.3. Regular Grant Application**

- 8.3.1. Financial assistance to a Lodge project will be limited to not more than the Lodge financial contribution to the project. The Board of Trustees will have the authority to consider extenuating circumstances in regard to this regulation if requested by a Lodge making an application.
- 8.3.2. The Foundation contribution will be issued to the recipient or the company supplying the goods or services.
- 8.3.3. An itemized Financial Statement of the project must be included with the application.
- 8.3.4. In cases of personal assistance applications, application part 2 must also be completed and all required documents must be included.
- 8.3.5. A photocopy of the Lodge contribution or evidence of the Lodge contribution is to be forwarded to the Foundation Office.

### **8.4. Procedures for Submitting Applications for Personal Assistance**

- 8.4.1. It is the responsibility of the Lodge Charities Chairman (or Committee) to conduct a complete investigation of each case submitted. If, after investigation, the Lodge does not see a need, the application process need not proceed any further.
- 8.4.2. In addition to the regular application form it is very important that Family Income/Expense Report and a cover letter accompanies the application, in order to give further background information for assessment and any personal comments or insights you may have.
- 8.4.3. The financial status of the family must be identified including the annual net income from all sources of employment (full and part-time), family allowances (Child Tax Credits), alimony or child support. Please secure a copy of the family's 2 most recent income tax Notice of assessment(s). Report current liabilities in detail with information regarding the repayment of such debts along with a statement of monthly expenses.
- 8.4.4. Include a letter from a doctor or other medical professional giving a detailed estimate of cost and duration of required assistance as well as confirmation of need. When asking professionals for confirmation of diagnosis, advise them that this information will be held in confidence.
- 8.4.5. Include information on whether any part of the expenses could be met from other sources (such as medical plans or group benefits). Also, have they applied for funding from any other sources not mentioned?
- 8.4.6. When suppliers or professional people are involved, payment should be made directly to them, with a receipt being obtained and kept for the records. When paying for travel or accommodations, coverage is limited to a matching grant of \$500.00. Lodges should ask for confirmation of expenditures through receipts.



- 8.4.7. Applications for assistance should be submitted to the office before any Lodge assistance is granted. The Lodge should not commit themselves until they have received word from the Foundation. Note: If there is urgency, phone the Foundation secretary and express the concerns.
- 8.4.8. In arrangements for publicity the Foundation shall be acknowledged for their contribution and in cases where publicity is not possible the recipient shall be informed of the Foundations contribution.
- 8.4.9. On each request, the Lodge shall inform the applicant of the decision of the Alberta Elks Foundation Trustees. In most cases, cheques are made payable from the Foundation to the Recipient.

## **8.5. Disaster Victim Assistance**

- 8.5.1. Upon knowledge of the disaster to a family, the Lodge is to contact the Provincial Foundation Secretary. Requests for emergency disaster assistance may be initially applied for by telephone contact with The Foundation office.
- 8.5.2. Financial assistance would be made available upon the receipt of the phone call/ request.
- 8.5.3. Funds will be provided for the family's principal residence only, if burnt or destroyed.
- 8.5.4. Each household will only be allowed one grant of \$500 from the Disaster Assistance Program. Any further assistance will need to be applied for as a personal assistance grant application in its regular form.
- 8.5.5. The cheque will be made payable to the Family involved.
- 8.5.6. The Secretary Treasurer is authorized to issue said cheque with a single signature.
- 8.5.7. The payment is to be used only to supplement any assistance provided by the Lodge, (i.e.) a \$500 contribution from the Foundation and a matching \$500 contribution by the Lodge would result in \$1000 assistance to the victims.
- 8.5.8. At the first Lodge meeting following the disaster, a motion will be passed by the Lodge authorizing the application for assistance. A copy of the minutes is to be forwarded as soon as possible to the Foundation Office along with the application form. The financial assistance will be recorded as a matching grant from the Foundation.
- 8.5.9 Requests for Disaster Victim Assistance involving an emergency as a result of a natural disaster, affecting a large area/population, will not be eligible.

(June 6, 2012 AGM)

## **8.6. Tabs For Tots Applications**

- 8.6.1. All applications must include authorization from the sponsoring lodge to make the application, (i.e.) copy of the motion.
- 8.6.2. Any project in excess of \$5000 will be determined to be a capital project and will not be considered by the Trustees.
- 8.6.3. Applications for items intended for delivery rooms, nurseries, or pediatric wards will only be accepted for consideration by the Trustees.
- 8.6.4. All applications must be submitted to the Foundation Office no later than May 1st of each calendar year, to be eligible for consideration by the Foundation Trustees.
- 8.6.5. Consideration of any application will be at the discretion of the Trustees.
- 8.6.6. First consideration will be given to those areas that have not received a contribution in the previous two (2) years.
- 8.6.7. It is suggested that all applications in excess of \$2,000 be considered as a joint donation to be shared with the sponsoring lodge and the Foundation Tabs for Tots.
- 8.6.8. Priority will be given to non - regional hospital and health unit applications.
- 8.6.9. Proper support information and additional materials to accompany the application is strongly suggested to assist the Foundation trustees in their consideration of each application.
- 8.6.10. Requests for funds from the Tabs for Tots program shall only be considered at the Annual General Meeting.
- 8.6.11. Applications must be received by May 1 prior to Annual General Meeting.

## **8.7 Special Projects**

Financial Assistance for a Special Project may exceed \$5,000.00, from the associated bank account, upon request by the Project Chairman and upon approval of the Board of Trustees.

(June 6, 2012 AGM)

## **R 9. Scholarship Fund**

### **R 9. Scholarship Fund**

#### **9.1 Dr. Einer Boberg / Alberta Elks Foundation Memorial Graduate Award in Stuttering Treatment and Research**

Funded by the Alberta Elks Foundation in memory of Dr. Einer Boberg, the co-founder and first director of the Institute for Stuttering Treatment and Research (ISTAR), to reflect his lifelong commitment to the advancement of clinical practice and the importance of its connection to research.

Value: \$1,500 at the Masters level; \$3,000 at the PhD level. The award is non-renewable. Two master's awards or one PhD award will be offered annually.

Eligibility: Awarded annually to a student, in the speech-language pathology program at the University of Alberta, who has demonstrated strong clinical skills and a research interest in the area of stuttering. The award is intended to assist a student in the completion of an MSLP project, an MScSLP thesis, a MSc in Rehabilitation Medicine (subject to program approval), or a PhD program in Rehabilitation Science. Applicants at the Master's level should have completed the first year of a Master's program in speech-language pathology in the Faculty of Rehabilitation Medicine at the University of Alberta. Applicants at the PhD level should have been admitted to the Rehabilitation Science program in the Faculty. Applicants should have excellent academic standing, be able to present evidence of significant community service, and be planning to specialize in the area of stuttering.

Application: Application for the award should be made by June 1<sup>st</sup> in the first year of study.

Applicants should prepare

- a brief curriculum vitae (in which community service can be documented),
- an official graduate transcript,
- an essay of no more than 1,000 words describing their interest in the disorder of stuttering and the goal of their studies in this field

then submit to: Boberg/Elks Graduate Award Committee, ISTAR, Suite 1500, College Plaza 8215 - 112 Street Edmonton, AB CANADA T6G 2C8.

Notification of the award will be made by the beginning of September.

Administrative responsibility: Executive Director, Institute for Stuttering Treatment and Research (ISTAR)

Source of funds: annual donation from the Alberta Elks Foundation

The selection committee consists of:

the Chair, Department of Speech Pathology and Audiology or designate,  
the Executive Director of ISTAR or designate (committee Chair),  
and the Dean, Faculty of Rehabilitation Medicine or designate.

## **9.2 Deborah Kully / Alberta Elks Foundation Scholarship**

Funded by the Alberta Elks Foundation in honour of Deborah Kully, a co-founder and long-time Executive Director of the Institute for Stuttering Treatment and Research (ISTAR), and reflects her deep commitment and dedication to the advancement of clinical practice.

Value: \$4,000.00.. Two awards of \$2000.00 each will be offered annually.

These awards are non-renewable

Eligibility: Awarded annually to a graduate student in speech-language pathology who has committed to completing a practicum at ISTAR; who has demonstrated strong clinical skills with an interest in the area of stuttering treatment. The award is intended to assist the student in the completion of their practicum. Applicants should have excellent academic standing, be able to present evidence of significant community service and be planning on providing service in speech pathology with stuttering treatment as a component to a currently under-serviced community/region.

Application: Application for the award should be made by March 1<sup>st</sup> in the first year of study.

Applicants should prepare

- a brief curriculum vitae (in which community service can be documented),
- an official graduate transcript,
- an essay of no more than 1,000 words describing their interest in the disorder of stuttering
- and the goal of their studies in this field

then submit to: Kully/Elks Graduate Award Committee, ISTAR, Suite 1500, College Plaza 8215 - 112 Street Edmonton, AB CANADA T6G 2C8.

Notification of the award will be made by October and will be announced publicly.

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Administrative responsibility: Foundation of the Institute for Stuttering Treatment and Research

Source of funds: annual donation from the Alberta Elks Foundation

## **R10. Internal Audit Committee**

- 10.1 The Foundation Chairman and the Vice Chairman shall appoint a minimum of two Directors that do not have signing authority and The Association Trustees as the Audit Committee. The Committee shall produce an interim statement to be presented to the Mid-term meeting including their findings and recommendations.

The Committee shall:

- 10.1.1 Carry out the internal review and provide a written report and recommendations to the Officers and Directors at the midterm meeting.
- 10.1.2 Complete a review of the income ledger verifying bank statements, receipts and deposits.

- 10.1.3 Verify the expense ledger, cheques issued and receipts for all of The Foundation Accounts.
- 10.1.4 Review and verify all the investment certificates, interest rates and maturity dates.
- 10.1.5 Verify cheques issued have two signatures by members having signing authority and the members with signing authority have not signed cheques issued in their name.
- 10.1.6 Review expenses incurred and submitted by the Officers and Directors verifying the appropriate approved forms are used and all other expenses have prior approval of the Chairman and Vice Chairman and include receipts and explanation for same including appropriate approved two signatures.
- 10.1.7 Verify The Foundation Officers and Directors pre-approval of the honorarium for the Secretary-Treasurer.
- 10.1.8 Examine and verify all requests for grants files including cancelled cheques, copies of requests, verification of recipient and cost sharing including the verification of the cheques provided for the Foundation portion of the projects payable to the supplier for equipment and supplies when and where applicable.

## **POLICIES**

### **1. Undesignated Funds**

Funds received from Member Lodges that are not designated for a specific project shall be deposited in The Alberta Elks Foundation general fund.

### **2. ISTAR Board Representatives**

The Board members shall select three members of The Foundation Board annually. The representatives shall be the Chairman of The Foundation, the Immediate Past Chairman, if willing to serve, and a member of the Royal Purple Lodges Association elected by The Foundation Board.

### **3. Annual Reports**

The Secretary-Treasurer shall be responsible to ensure the annual Foundation report and the annual financial statements and related information are all forwarded to Alberta Corporate Registry as required.

### **4. Financial Statements**

The Secretary- Treasurer shall be responsible to ensure the monthly financial statements of The Foundation are circulated to the Chairman, Vice Chairman and the Presidents monthly thus insuring the recipients are fully aware of the current status of the financial affairs of The Foundation.

**5.     Tabs for Tots**

- 5.1 All equipment purchased from funds provided by the Tabs for Tots program shall remain the property of The Foundation and therefore shall be on loan to the recipient.
- 5.2 Requests for funds from the Tabs for Tots program shall only be considered at the Annual meeting.

**6.     Transfer of Funds**

- 6.1 The Foundation Chairman and Vice Chairman shall be authorized to approve a short-term loan, upon a request from The Alberta Elks Association President and Chairman of the Association Trustees.
- 6.2 The loan shall not exceed \$15,000.00 and shall be limited to a six (6) month term.
- 6.3 There shall be no interest charges assessed to The Association for the short-term loan from The Foundation.
- 6.4 Upon approval The Foundation Secretary-Treasurer shall immediately arrange for the transfer of funds to cover the short-term loan with the Secretary-Treasurer of The Association.

**Alberta Elks Foundation Financial Procedures**

**General Practices**

- 1. The Foundation Chairman, Vice Chairman and Secretary-Treasurer shall have signing authority for The Foundation charitable and general accounts, investments and other related financial statements.
- 2. The Foundation Chairman, Committee Chairman and Secretary-Treasurer shall have signing authority for Foundation gaming accounts, applications and reports.
- 3. All cheques issued on Foundation accounts and any financial documents shall be signed by two members having signing authority.
- 4. Those having signing authority shall not be authorized to sign cheques issued in their name.
- 5. The Trustees of The Foundation shall give all investments prior approval.
- 6. Major Projects shall receive approval from the membership prior to any expenses being incurred. Once approved the management of project is the responsibility of the Trustees of The Foundation or selected committee.
- 7. Expenses incurred by Trustees shall be submitted using expense claim form provided by the Secretary.
- 8. All other expenses submitted for reimbursement shall include receipts and explanation of the expense.
- 9. Office expenses shall be pre approved by the Chairman and Vice Chairman.

10. Two Officers having signing authority shall approve payment of expenses.
11. The Trustees shall approve the Secretary-Treasurers Honorarium.
12. There shall be a mid term review of the financial record of the Foundation completed no later than midterm meeting of the Alberta Elks Association.

A minimum of two Trustees that do not have signing authority or alternately the Finance Committee of the Alberta Elks Association shall be appointed by the Chairman to conduct the review. The review shall be of the financial statements, synoptic journals, bank deposits and statements, issued cheques and receipts; project files and for appropriate signatures.

## **Paper Trails**

### **Deposits**

1. Funds are recorded in journal and assigned to appropriate account
2. Receipt issued and number noted in journal
3. Bank deposit assembled with receipt number appropriately noted.

### **Expenses**

1. Invoice is attached to cheque requisition form and awaits authorization signatures.
2. Upon authorization cheque is issued and logged in journal.
3. Cheque requisition is then filed by budget category.

### **Officer Expenses**

1. Officer Expense Form filled out, signed and receipts attached then submitted to Secretary-Treasurer.
2. Form reviewed and authorised by appropriate signing authority.
3. Cheque issued and logged in journal.

### **Grants: Regular, Personal Assistance or Tabs for Tots**

1. Sponsoring Lodge submits proper application form with required supporting documents.
2. Upon receipt by Foundation Secretary- Treasurer file number is assigned and this number is used for reference on cheque requisitions and journal entries.
3. Application and supporting documents copied to Trustees for review
4. Upon approval of Trustees, cheque requisition is filed for authorization signature.
5. Cheque is made payable to service provider, equipment supplier or project management committee not supporting Lodge.
6. File is closed including copy of cheque requisition and the cheque itself plus a copy of the acknowledgement letter sent to sponsoring Lodge. Journal entry cross-references both file and cheque numbers.

### **Disaster Assistance**

1. In cases of disaster relief a Lodge will notify the Foundation Secretary-Treasurer.
2. The Secretary-Treasurer will then immediately issue cheque for a maximum of \$500.00 per household in the name of the victim.
3. Lodge shall follow up with request form and then the remaining filing procedure follows the same as Grant applications above.
4. Funds will be provided for the principle family residence only if burnt or destroyed.
5. Funds will **not** be provided for Disaster Victim Assistance involving an emergency as a result of a natural disaster, affecting a large area/population.

(June 6, 2012 AGM)

### **Major Projects**

1. Plan for major project is presented to general membership for approval.
2. Once approved general management of project is the responsibility of the Trustees and expenses handled as reported above.
3. Any major expansion or adjustment to project parameters requires approval from general membership then proceed as above.



## **Duties of the Secretary-Treasurer as per bylaws**

### **The Secretary-Treasurer shall**

- Deliver a sufficient bond in the amount required by The Foundation as provided by Regulations before entering upon the duties of the office of the Secretary-Treasurer.
- Devote as much time to the duties of the office as is required to properly carry out their duties, either personally or by those authorized to do so and directed by them.
- Receive an honorarium from The Foundation for proper performance of their duties, which shall be established annually by the Board of Trustees at the Annual Meeting, and payable to them monthly.
- Keep a true record of the proceedings of the Annual Meeting and all the meetings of the Board of Trustees and make sure that such records are accurate and complete.
- Have charge of all records, books, and papers, documents of The Foundation under the direction of the Board of Trustees.
- Be the custodian of all titles, deeds and other evidences of titles, or liens, and insurance policies and document of The Foundation.
- Be the custodian of the Seal of The Foundation.
- Receive and give a receipt of all moneys of The Foundation and deposit the same immediately in a bank designated by the Board of Trustees for that purpose. At the same time, shall keep an accurate account of the receipts and expenditures of The Foundation and so classify and arrange the same that the condition of any funds at any time may be ascertainable.
- To present a printed, itemized report to each Annual General Meeting showing all receipts and expenditures for the current year. It shall contain all such statistical information as may be essential for the guidance of The Foundation in its work. It shall be printed in sufficient numbers to furnish each delegate attending with a copy. A copy shall be mailed to the Secretary of every Lodge of The Foundation.
- Be responsible for the hiring of personnel or tendering for outside services for the purpose of carrying out the duties and responsibilities of their office and providing detailed reports when requested to do so at the Annual Meeting or by the Board Trustees.
- In addition, shall furnish all reports, documents, papers, copies recommendations or other matter to the Elks of Canada which The Foundation is required to furnish to Grand Lodge and to any level of government as and when required.

# Foundation Secretary / Treasurer Schedule of Duties

## April

- Forward all Float requests to Float Chair for scheduling, responding to any Lodge not able to have float and return deposit
- Have financial records to March 31 prepared for delivery to auditor. Also needs copies of current bylaws, copies of all meeting minutes, any gaming reports and current raffle records.
- Start reminding all parties of need for Annual Meeting material to be sent in for preparations.
- Determine award winners for Bill Hiltz and Bob Manning plaques and get engraved
- Work with Trustees to develop budget for upcoming year

## May

- Attend review of audit and invite members of Foundation and representatives of both Associations
- Prepare reports booklet for Annual Meeting
- Prepare all meeting materials for pre and post conference and annual meeting, (copies of minutes, grant applications, ballots, extra copies of financial statements)
- Obtain information from bank needed for transfer of signing authorities

## June

- Deliver booklets to Host committee for distribution
- Attend Conference Foundation pre-conference meeting Wednesday PM. Record minutes and prepare any cheques for presentation at Annual Meeting,
- Annual Meeting Thursday pm of conference record minutes, have plaques and cheques there for presentation and any special need items for meeting and presentations
- Have 4 copies of audit signed by Chairman of the Day and ready for future use
- Observe Association meetings to take note of any business that may affect Foundation
- Prepare and have host charity cheque ready for Presidents Ball Saturday evening
- Prepare post conference meeting room and ensure materials ready for Sunday morning. Record minutes and elections. Have any documents for bank ready for signatures
- At any time throughout conference be prepared to receive donations and record final use.

- Following conference complete minutes from conference (post conference needed for bank when changing signing authority, Annual meeting minutes to Alberta Elks Association office to go with signed audit for presentation to Grand Lodge in conference proceedings) Receipt and deposit all funds received during conference. Register new signing authorities with bank
- Send in Societies Annual report to Alberta registries with copy of signed audit and executive list
- Wrap up any other business that arose during conference i.e. Trustee expenses
- Provide quarterly instalment to ISTAR annual commitment.
- Forward and lodge donations directed to ISTAR
- Update Trustee information with Alberta Gaming

#### July/August

- Not much happens as lodges are in recess
- Prepare copy of Annual Meeting Minutes and Audit and forward to Grand Lodge noting official copy is included in Conference Proceedings from Association office.
- Deal with regular bills of Foundation and responds to the needs of the Float committee
- Float operation costs
- Ask for letter of greeting for lodges from chairman for September mail out

#### September/October

- Attend final draw of Raffle prepare and send general mail out to Lodges including Chairman letter, Raffle results and receipts, Foundation executive and committee Contact list and any other pertinent information (Elks and Royal Purple Lodges plus Foundation and Association Executives)
- Quarterly payment to ISTAR
- If midterm meeting is being held book rooms for appropriate executive attending, arrange for meeting room and start preparing material.

### November/December

- Deal with Foundation Insurance review and ensure adequate coverage is in place ( switch Float truck to parked insurance)
- Attend Midterm meeting, record minutes and providing support information where required
- Prepare Lodge mail out for December by contacting ISTAR and Chairman for their contributions
- Lodge mail out including Chairman letter, ISTAR message and notice for Float bookings for next season
- Quarterly payment To ISTAR

### January/February

- Invoice Association for their share of Insurance bill
- Mail out notice to Lodges reminding them of timelines or conference grant applications (over \$2000 and Tabs )
- Receive receipt and acknowledge float bookings

### March

- Reset Float truck insurance to full coverage
- Start arrangements for annual meeting; block rooms at conference hotel, confirm meeting room requirements with host committee and pre-register executive members for conference
- Quarterly payment to ISTAR

### Year Round

- Field inquiries for grants and assist lodges in making applications. Then forward application materials for Trustees to review and assist in obtaining answers from lodge in regard to any questions. Replying either in the affirmative or negative the decision of Trustees.
- Receive receipt and deposit any donations received through year, forwarding funds directed to ISTAR
- Review Foundation investments as they mature and receive direction from Trustees for further disposition
- Assist Raffle committee in distribution of information and receipts
- Provide Trustees with information and arrange for any conference call requests.
- Provide Storage space for 2 years of “completed” raffle materials

Provide storage for historical Foundation files.