

Alberta Elks Foundation Regulations

Alberta Elks Foundation



REACHING OUT TO OTHERS

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 Chair, Vice-Chair, the Three (3) Directors, the Secretary-Treasurer and the 1st Vice President of the Alberta ELKS Association, all of whom shall have voting privileges and at least one member of the Judiciary Committee are to attend the Foundation Executive meetings.
- 1.2 At the discretion of the Chair, other members of the Association 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 Chair who shall determine attendees to represent the Foundation.

R3 Signing Authority

The Foundation Chair, the Vice-Chair and the Secretary-Treasurer shall be responsible for having signing authority for all accounts and investments of the Foundation. The Committee Chairs 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 Representation

- 5.1 The Foundation shall have two (2) members appointed annually by the members of the Foundation Board, at its first meeting, as representatives on the ISTAR Board.
- 5.2 The newly appointed members shall attend the ISTAR meeting immediately following the Annual Foundation Conference.

R6 Committees

- a) A person assigned to a Committee position may serve in that position for a maximum of five (5) years. The position will be advertised after three (3) years.
- b) A Director shall be assigned as liaison to each Committee.

6.1 Casino Committee

The Committee shall consist of at least one member, who shall be appointed by the Foundation Chair and the Vice-Chair and who shall be the Chair.

The Committee shall:

- 6.1.1. Ensure the applications, related forms and information required by the AGLC 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 Chair 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 Chair 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 Trustees and who shall be the Raffle Chair.
- 6.2.2 Give guidance and upon request, make recommendations to the Foundation Chair and the Directors.
- 6.2.3 Ensure the applications, related forms and information required by AGLC and others are properly completed and submitted. Copies of all documentation will be forwarded to the Foundation Secretary-Treasurer.
- 6.2.4 Ensure strict compliance with all Government of other laws and regulations.
- 6.2.5 Shall be responsible for ensuring an annual audit of the raffle funds and report same at the Annual Foundation meeting.
- 6.2.6 Arrange for proper storage of the tickets from the completed raffle.

6.3 Tabs for Tots Committee

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

The Committee shall:

- 6.3.1 Be responsible to receive aluminum tab and recyclable metals from Lodges and members and to arrange for the sale of the tabs and all recyclable metal 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 Chair annually.

6.4 Float Committee

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

The Float Committee Chair 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-Treasurer shall:

- a) 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 the use of the float by sending out notices and applications in January.
- b) Be responsible for the collection of the fee from the Lodges at the time of application for the use of the float.
- c) Acknowledge receipt of applications and issue receipts to Lodges applying.
- d) 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 the same date, the Lodge that has used the float most recently is disqualified. Not all requests may be filled if it is physically impossible to move the float in time between locations.
- e) Forward all applications to the Float Committee Chair as soon as possible after the deadline.
- f) Be responsible for maintaining insurance and registrations for float tow vehicle and float liability insurance.
- g) Refund fees to Lodges that are not scheduled to use the float.

6.4.2 The Float Chair shall:

- a) Be authorized to respond to requests from Lodges with mid-season requests and collecting fees, when necessary.
- b) Be responsible for maintenance and repairs to float and tow vehicle.
- c) 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 Chair.

6.4.3 The Lodge using the float shall:

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

6.4.4 Float Fee Refund:

In the event of a parade being cancelled due to weather conditions, the \$300.00 float fee will be refunded.

- a) The \$300.00 float fee is non-refundable if the event is cancelled by the Host Lodge within ten days of the function.
- b) The \$40.00 fuel charge is non-refundable provided the float has been delivered to the Host site.
- c) If the Host Lodge schedules an event for a date later in the same year, then the Float Chair may deliver the float provided it is available and the Lodge agrees to pay the extra cost of fuel.
- d) If the float is not delivered as the result of a mechanical failure or travelling incident, then the Host Lodge will receive a \$300.00 refund.

R7 Expenses

- 7.1 Officers, Directors, and Committees of the Foundation shall have expenses incurred while performing the business of the Foundation reimbursed.
- 7.2 Members of the ISTAR Board representing the Foundation shall have expenses incurred while performing the business of the Foundation on the ISTAR Board reimbursed.
- 7.3 Travel expenses shall be reimbursed at a rate of \$0.30 cents per kilometre and the request for reimbursement shall be completed on the expense form.

- 7.4 All requests for reimbursement for payment of expenses shall be submitted to the Secretary-Treasurer on the appropriate forms including receipts, with thirty (30) days after the date of the expense.
- 7.5 Incoming Trustees, Committee Chairs 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.
- 7.6 Expenses of Trustees, Committee Chairs and Committees having completed their term of office shall be entitled to reimbursement for approved expenses up to seven days following the Annual General Meeting.
- 7.7 The Conference expenses of the Association Judiciary Chair shall be paid by the Alberta ELKS Association.
- 7.8 The Conference Registration Fees and Expenses for all Members of the Board of Directors will be reimbursed by the Foundation.

R8 Foundation Grants

- 8.1 At each Annual Conference, the Foundation shall contribute the sum of \$750.00 as charitable assistance to a qualified project, organization or society as designated by the Host Lodge of that meeting.
- 8.2 For all Lodge Grants:
 - 8.2.1 All applications submitted for grants shall be prepared and sponsored by a Member Lodge 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 the Lodge and showing approval was given to make a request for assistance.
 - 8.2.4 All applications 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 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 \$5,000 per project.
 - 8.2.7 Requests for grants and assistance for \$2,000 or less shall be forwarded to the Foundation office and shall be evaluated and approved by the Board of Directors.
 - 8.2.8 The Board of Directors will have five days to review the request and then comment back to the Secretary-Treasurer with their comments indicating as to why or why not they support the request.
 - 8.2.9 On-going Lodge projects requiring funding shall only be considered by the Foundation once in any three-year period.
 - 8.2.10 Applications for Foundation grants will not be considered for the purchase, repair or maintenance of equipment for ELKS or Royal Purple ELKS facilities.
 - 8.2.11 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 Applications
- 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 Two 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 Chair (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 they 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 allowance (Child Tax Credits), alimony or child support. Secure a copy of the family's two 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 must receive confirmation of expenditures through receipts with copies being sent to the Foundation Office.
- 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 Foundation's 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 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 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 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 grant from the Foundation.

8.5.8 Requests for Disaster Victim Assistance involving an emergency as a result of a natural disaster, affecting a large area / population will not be eligible.

8.5.9 The application for Disaster Victim Assistance shall only be made by Lodges in the jurisdiction of the Alberta Elks.

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 motion).

8.6.2 Any project in excess of \$5,000 will be determined to be a capital project and will not be considered by the Trustees.

- 8.6.3 Applications for items intended for care 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 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 required 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.

8.7 Special Projects

Financial assistance for a Special Project may exceed \$5,000 from the associated bank account, upon request by the Project Chair and upon approval of the Board of Trustees.

R9 Scholarship Funds

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

9.1.1 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.

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

9.1.3 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, and 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.

9.1.4 Application: Application for the award should be made by June 1st in the first year of study.

9.1.5 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.

9.1.6 Submit to: Boberg/Elks Graduate Award Committee, ISTAR, Suite 1500, College Plaza - 8215 - 112 Street Edmonton AB Canada T6G 2C8

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

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

9.1.9 Source of Funds: Annual donation from the Alberta Elks Foundation

9.1.10 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*

- 9.2.1 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.
- 9.2.2 Value: \$4,000.00. Two awards of \$2,000.00 each will be offered annually.
- 9.2.3 These awards are non-renewable.
- 9.2.4 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.
- 9.2.5 Application: Application for the award should be made by June 1st in the first year of study.
- 9.2.6 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.
- 9.2.7 Submit to Kully / Elks Graduate Award Committee, ISTAR, Suite 1500, College Plaza - 8215 - 112 Street, Edmonton AB Canada T6G 2C8
- 9.2.8 Notification of the award will be made by October and will be announced publicly.
- 9.2.9 Administrative responsibility: Foundation of the Institute for Stuttering Treatment and Research
- 9.2.10 Source of funds: annual donation from the Alberta Elks Foundation

9.2.11 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.

R10 Internal Audit Committee

10.1 The Foundation Chair and the Vice-Chair shall appoint a minimum of two members of the Foundation that do not have signing authority as the Audit Committee. The Committee shall produce an interim statement to be presented to the Trustees by December 31st of each year 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.
- 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 approve forms are used and all other expenses have prior approval of the Chair and Vice-Chair 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 appropriate.

R11 **General Policies**

11.1 **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.

11.2 **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.

11.3 **Financial Statements**

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

11.4 **Transfer of Funds**

11.4.1 The Foundation Chair and Vice-Chair shall be authorized to approve a short-term loan, upon a request from the Alberta Elks Association President and Chair of the Association Trustees.

11.4.2 The loan shall not exceed \$15,000.00 and shall be limited to a six-month term.

11.4.3 There shall be no interest charges assessed to the Association for the short-term loan from the Foundation.

11.4.4 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 Alberta Elks Association.

R12 **Alberta Elks Foundation Financial Procedures**

12.1 **General Practices**

12.1.1 The Foundation Chair, Vice-Chair and Secretary-Treasurer shall have signing authority for the Foundation charitable and general accounts, investments and other related financial statements.

- 12.1.2 The Foundation Chair, Committee Chair and Secretary-Treasurer shall have signing authority for Foundation gaming accounts, applications and reports.
- 12.1.3 All cheques issued on Foundation accounts and any financial documents shall be signed by two members having signing authority.
- 12.1.4 The Trustees of the Foundation shall give all investments prior approval.
- 12.1.5 Major projects shall receive approval from the membership prior to any expenses being incurred. Once approved, the management of the project is the responsibility of the Trustees of the Foundation or selected committee.
- 12.1.6 Expenses incurred by Trustees shall be submitted using expense claim forms provided by the Secretary-Treasurer.
- 12.1.7 All other expenses submitted for reimbursement shall include receipts and explanation of the expense.
- 12.1.8 Office expenses shall be pre-approved by the Chair and the Vice-Chair.
- 12.1.9 There shall be a mid-term review of the financial record of the Foundation completed no later than December 31st.
- 12.1.10 A minimum of two members of the Foundation Board that do not have signing authority or alternately the Finance Committee of the Alberta Elks Association shall be appointed by the Chair 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.

12.2 Paper Trails

12.2.1 Deposits

- a) Funds are recorded in the journal and assigned to the appropriate account.
- b) A receipt issued and number noted in journal.
- c) Bank deposit assembled with receipt number appropriately noted.

12.2.2 Expenses

- a) Invoice is attached to cheque requisition for and awaits authorization signatures.
- b) Upon authorization cheque is issued and logged in journal.
- c) Cheque requisition is then filed by budget category.

12.2.3 Officer Expenses

- a) Office Expense form filled out, signed and receipts attached then submitted to Secretary-Treasurer.
- b) Form reviewed and authorized by appropriate signing authority.
- c) Cheque issued and logged in journal.

12.3 Grants - Regular and Personal Assistance

12.3.1 Sponsoring Lodge submits proper application form with required supporting documents.

12.3.2 Upon receipt by Foundation Secretary-Treasurer, a file number is assigned and this number is used for reference on cheque requisitions and journal entries.

12.3.3 Application and supporting documents copies to Trustees for review.

12.3.4 Upon approval of Trustees, cheque requisition is filed for authorization signature.

12.3.5 Cheque is made payable to service provider, equipment supplier or project management committee, not the supporting Lodge.

12.3.6 File is closed including copy of cheque requisition and the cheque itself plus a copy of the acknowledgement letter sent to the sponsoring Lodge. Journal entry cross-references both the file and cheque numbers.

12.4 Major Projects

12.4.1 Plan for major projects are presented by the Lodge to the general membership for approval.

12.4.2 Once approved, general management of the project is the responsibility of the Lodge and expenses handled as reported above.

- 12.4.3 Any major expansion or adjustment to project parameters requires approval from the general membership; then proceed as above.

R14 Duties of the Secretary-Treasurer as per Bylaws

The Secretary-Treasurer shall

- 14.1 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. The Board of Trustees will determine the correct amount of the bond required.
- 14.2 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.
- 14.3 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.
- 14.4 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.
- 14.5 Have charge of all records, books, and papers, documents of The Foundation under the direction of the Board of Trustees.
- 14.6 Be the custodian of all titles, deeds and other evidences of titles, or liens, and insurance policies and documents of The Foundation
- 14.7 Be the custodian of the Seal of the Foundation.
- 14.8 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.
- 14.9 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 circulated to the Secretary of every Lodge of The Foundation.
- 14.10 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.

14.11 In addition, 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.

R14 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 prepare certificates
- Work with Trustees to develop budget for upcoming year

May

- Attend review of audit and invite members of Foundation and representatives of the Association
- 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)
- Arrange for signing officers to attend to the bank to sign

June

- Deliver booklets to Host committee for distribution
- Attend Conference Foundation pre-conference meeting, record minutes and prepare any cheques for presentation at Annual Meeting,
- Annual Meeting of conference, record minutes, have certificates and cheques there for presentation and any special need items for meeting and presentations
- Have four copies of audit signed by Chair 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 President's Ball
- Have post conference meeting room arranged and materials ready, record minutes and elections
- At any time throughout conference be prepared to receive donations and record final use.
- Following conference, complete annual meeting minutes and forward to Grand Lodge along with audited financial statements, receipt and deposit all funds received during conference.

Post conference minutes are needed for bank when changing signing authority; 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 any lodge donations directed to ISTAR
- Update Trustee information with Alberta Gaming

July/August

- Deal with regular bills of Foundation and monitor progress and needs of Float committee
- Float operation costs
- Ask for letter of greeting for lodges from Chair for September mail out

September/October

- Prepare and send general mail out to Lodges including Chair letter, Foundation executive and committee contact list and any other pertinent
- Quarterly payment to ISTAR
- If midterm meeting is being held, book rooms for appropriate executive attending, arrange for meeting room and start preparing material.
- Deal with Foundation Insurance review and ensure adequate coverage is in place (switch Float truck to parked insurance)

November/December

- Attend Midterm meeting, record minutes and provide support information where required
- Prepare Lodge mail out for December by contacting ISTAR and Chair for their contributions
- Lodge mail out including Chair 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 for 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. 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
- 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