

Alberta Elks Foundation Regulations



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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 time to time, to charitable organizations that are also registered charities under the Income Tax Act.
4. To establish and/or 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, and the 1st Vice President of the Alberta Elks Association, shall have voting privileges.
- 1.2 At least one member of the Judiciary Committee is to attend the Foundation Executive meetings as a non-voting member.
- 1.3 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 joint signing authority on 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 one (1) member appointed annually by the members of the Foundation Board, at its first meeting, as representative on the ISTAR Board.

- 5.2 The newly appointed member shall attend ISTAR meetings following the Annual Foundation Conference.

R6 COMMITTEES

- 6.1 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.

6.2 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:

- 6.2.1. Ensure the applications, related forms and information required by the AGLC and others are properly completed and submitted.
- 6.2.2. Conduct such casinos as approved by the Assembly at the annual or special meetings under the supervision of the Foundation Directors.
- 6.2.3 Ensure strict compliance with all Government or other laws or regulations.
- 6.2.4 Be responsible for ensuring all documents are submitted after the casino to the Secretary/Treasurer for reporting at the annual meeting.

6.3 Foundation Raffle Committee

The Chair shall provide an approved current copy of the rules and regulations for the sale of the raffle tickets including a list of prizes and draw dates. The term of the Chair shall be from the time of initiating the raffle application until completion of all the reports and approval processes for that raffle. The Chair shall be reimbursed a fee which shall be established annually by the Board of Trustees at the Annual General Meeting, and payable monthly for the use of personal facilities to conduct the annual raffle.

The Committee shall:

- 6.3.1 Consist of at least one member, who shall be appointed by the Foundation Trustees and who shall be the Raffle Chair.
- 6.3.2 Give guidance and upon request, make recommendations to the Foundation Chair and the Directors.
- 6.3.3 Ensure the applications, related forms, information, and reports required by AGLC and others are properly completed and submitted. Copies of all documentation will be forwarded to the Foundation Secretary-Treasurer for reporting at the Annual General Meeting.
- 6.3.4 Ensure strict compliance with all Government or other laws and regulations.
- 6.3.5 Arrange for proper storage of the tickets from the completed raffle.

6.4 **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:

- 6.4.1 Be responsible to receive information on the sale of all aluminum tab and recyclable metals from Lodges and members.
- 6.4.2 Provide a report of the collections and sales to the Foundation Annual General Meeting.

6.5 **Float Committee**

6.5.1 The Foundation Secretary-Treasurer shall:

- a) Notify the Lodges of the \$200.00 rental fee for the use of the float and Charlie.
- b) Be responsible for the collection of the fee from the Lodges at the time of application for the use of the float, acknowledge receipt of the applications and issue receipts to Lodges applying. Refund fees to Lodges that are not scheduled to use the float.
- c) Prepare a schedule for the use of the float. 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.
- d) Be responsible for maintaining liability insurance, registration, and communicate with host lodge regarding maintenance and repairs for the float and trailer.
- e) 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 Trustees.

6.5.2 The Lodge using the float shall:

- a) Be responsible for the maintenance of the float and trailer
- b) Ensure the only people on the float are properly seated.
- c) Assure that in the interest of safety, candy or any goodies are NOT thrown off the float at any time.
- d) Be responsible for shipping costs of Charlie, should he be requested without the float.

6.5.3 Float Fee Refund:

In the event of a parade being cancelled due to weather conditions, the \$200.00 float fee will be refunded on the return of the float.

- a) The \$200.00 float fee is non-refundable if the event is cancelled by the Host Lodge within ten days of the function.
- b) If the float is not delivered as the result of a mechanical failure or travelling incident, then the Host Lodge will receive a \$200.00 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 shall be reimbursed at a rate of \$0.47 cents per kilometre, meal and accommodation expenses shall be reimbursed for the actual cost of hotel accommodation and actual cost of meal expenses to a maximum of \$75.00 per day.
- 7.4 All requests for reimbursement for payment of expenses (not including alcohol) shall be submitted to the Secretary-Treasurer on the appropriate expense form including receipts, within 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.
- 7.8 Conference registration fees will be paid directly by the Foundation.
- 7.9 Conference expenses for the Judiciary Committee Chair will be paid by the Foundation and the other Judiciary Committee members will be paid by the Association.

R8 SCHOLARSHIP FUNDS

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

- 8.1.1 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.
- 8.1.2 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.
- 8.1.3 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.

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

8.1.5 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.

8.1.6 Submit to: Boberg/Elks Graduate Award Committee, ISTAR, 8205 - 114 Street, 3-48 Corbett Hall, Edmonton, Alberta T6G 2G4

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

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

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

8.1.10 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.

8.2 *Deborah Kully / Alberta Elks Foundation Scholarship*

8.2.1 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.

8.2.2 Value: \$4,000.00. Two awards of \$2,000.00 each will be offered annually.

8.2.3 These awards are non-renewable.

8.2.4 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.

- 8.2.5 Application: Application for the award should be made by June 1st in the first year of study.
- 8.2.6 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.
- 8.2.7 Submit to Kully / Elks Graduate Award Committee, ISTAR, 8205 – 114 Street, 3-48 Corbett Hall, Edmonton, Alberta T6G 2G4
- 8.2.8 Notification of the award will be made by October and will be announced publicly.
- 8.2.9 Administrative responsibility: Foundation of the Institute for Stuttering Treatment and Research
- 8.2.10 Source of funds: annual donation from the Alberta Elks Foundation
- 8.2.11 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.

R9 INTERNAL AUDIT COMMITTEE

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 or alternately the Finance Committee of the Alberta Elks Association 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. 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:

- 9.1 Carry out the internal review and provide a written report and recommendations to the Officers and Directors.
- 9.2 Complete a review of the income ledger verifying bank statements, receipts, and deposits.

- 9.3 Verify the expense ledger, cheques issued and receipts for all of the Foundation accounts.
- 9.4 Review and verify all the investment certificates, interest rates and maturity dates.
- 9.5 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.
- 9.6 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 Chair and Vice-Chair and include receipts and explanation for same including appropriate approved two signatures.
- 9.7 Verify the Foundation Officers and Directors pre-approval of the honorarium for the Secretary-Treasurer.
- 9.8 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.

R10 GENERAL POLICIES

10.1 Undesignated Funds

Excluding gaming, funds received from Member Lodges that are not designated for a specific project shall be deposited in the Alberta Elks Foundation.

10.2 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.

10.3 Financial Statements

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

10.4 Transfer of Funds

10.4.1 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.

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

- 10.4.3 There shall be no interest charges assessed to the Association for the short-term loan from the Foundation.
- 10.4.4 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.

R11 ALBERTA ELKS FOUNDATION FINANCIAL PROCEDURES

11.1 General Practices

- 11.1.1 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.
- 11.1.2 The Foundation Chair, Vice Chair, Committee Chair and Secretary-Treasurer shall have signing authority for Foundation applications, and reports.
- 11.1.3 All cheques issued on Foundation accounts and any financial documents shall be signed by two members having signing authority.
- 11.1.4 The Trustees of the Foundation shall give all investments prior approval.
- 11.1.5 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.
- 11.1.6 Expenses incurred by Trustees shall be submitted using expense claim forms provided by the Secretary-Treasurer with receipts if applicable.
- 11.1.7 All other expenses submitted for reimbursement shall include receipts and explanation of the expense.
- 11.1.8 Office expenses in excess of \$500.00 shall be approved by the Chair and the Vice-Chair.

11.2 Paper Trails

11.2.1 Deposits

- a) A receipt is completed from the appropriate receipt book.
- b) Funds are recorded in the accounting program under the appropriate account and receipt number is noted under reference.
- c) Cheque is recorded in appropriate deposit book with the receipt number noted.
- d) Deposit is taken to the bank.

11.2.2 Expenses

- a) Invoice is received and reviewed by the Secretary-Treasurer.

- b) A cheque is issued from the appropriate account in the cheque book / etransfer is completed from appropriate account online.
- c) Cheque number and date of cheque are written on the invoice/etranfer is completed and payment receipt is attached to invoice.
- d) Cheque/etranfer is recorded in the accounting program under the appropriate account.
- e) Cheque/etranfer and invoice are reviewed and approved by another signing authority.
- f) Cheque is mailed to the recipient.
- g) Invoice is filed in the appropriate folder of expenses.

11.2.3 Trustee Expenses

- a) Trustees complete an expense form, attach receipts where applicable, sign, and date the form then submits the form to the Secretary-Treasurer.
- b) Form is reviewed and approved by the Secretary-Treasurer.
- c) A cheque is issued from the appropriate account in the cheque book/ etransfer is completed from appropriate account online.
- d) Cheque number and date of cheque are written on the expense form/etranfer is completed and payment receipt is attached.
- e) Cheque/etranfer is recorded in the accounting program under the appropriate account.
- f) Cheque/etranfer and expense form are reviewed and approved by another signing authority.
- g) Cheque is mailed to recipient.
- h) Expense form is filed in the appropriate folder of expenses.

11.3 Grants - Regular and Personal Assistance

- 11.3.1 Sponsoring Lodge submits proper application form with required supporting documents.
- 11.3.2 Upon receipt by Foundation Secretary-Treasurer, a file number is assigned, and this number is used for reference on cheque and journal entries.
- 11.3.3 Application and supporting documents copies are sent to Trustees for review.
- 11.3.4 Upon approval of Trustees, a cheque is made payable to the Lodge requesting the grant.
- 11.3.5 File is closed with a copy of the acknowledgement letter, supporting documents, minutes from lodge, copy of cheque from lodge showing donation, and AGLC signed agreement.

11.4 Major Projects

- 11.4.1 Plan for major projects is presented by the Lodge to the general membership for approval.
- 11.4.2 Once approved, general management of the project is the responsibility of the Lodge and expenses handled as reported above.
- 11.4.3 Any major expansion or adjustment to project parameters requires approval from the general membership.

R12 DUTIES OF OFFICERS AND DIRECTORS

12.1 Board of Trustees

See Bylaws 12.7

12.2 Powers of the Board of Trustees

See Bylaws 12.8

12.3 Secretary-Treasurer

- 12.3.1 Deliver sufficient insurance 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 insurance required.
- 12.3.2 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.
- 12.3.3 Be paid by the Foundation for the use of office equipment and storage of Foundation materials, which shall be established annually by the Board of Trustees at the Annual Meeting, and payable monthly.
- 12.3.4 See Bylaws 12.9.1
- 12.3.5 See Bylaws 12.9.2
- 12.3.6 See Bylaws 12.9.3
- 12.3.7 See Bylaws 12.9.4.
- 12.3.8 Receive and give a receipt of all the money 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 classify and arrange the same that the condition of any funds at any time may be ascertainable.
- 12.3.9 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.

12.3.10 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 of Trustees.

12.3.11 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.

R13 AWARDS

Certificates will be presented to Lodges at the Annal General Meeting based on the following criteria: members number 1 - 25; 26 - 50; and more than 51 members.

13.1 Bill Hiltz Award

Presented to the Lodges in each category for the largest single contribution to the Alberta Elks Foundation.

13.2 Bob Manning Award

Presented to the Lodges in each category for the highest per capita contribution to the Alberta Elks Foundation.

13.3 Top Raffle Sales

Presented to the Lodges in each category for the highest per capita contribution for MOST RAFFLE BOOKS SOLD.

13.4 Tabs For Tots - Highest per capita Tabs

Presented to the Lodges in each category for the highest per capita contribution for TABS.

13.5 Tabs For Tots - Highest per capita Other Metals

Presented to the Lodges in each category for the highest per capita contribution for OTHER METALS.

APPENDIX A

A. FOUNDATION GRANTS

A1 Annual Conference Grant:

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.

A2 For all Lodge Grants:

2.1 All applications submitted for grants shall be prepared and sponsored by a member Lodge within the jurisdiction of the Alberta Elks Association.

- 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.
- 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.
- 2.4 All applications for all Lodge projects and personal assistance shall be limited to an equal contribution from the Lodge. The Board of Trustees shall have authority to consider extenuating circumstances in considering applications.
- 2.5 Requests for grants and assistance for \$2,000 or less shall be forwarded to the Foundation office and shall be evaluated and approved throughout the year by the Trustees.
- 2.6 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.
- 2.7 Financial assistance to a Lodge project shall not exceed \$5,000 per project.
- 2.8 The Board of Trustees will review the request in a timely manner.
- 2.9 On-going Lodge projects requiring funding shall only be considered by the Foundation once in any three-year period.
- 2.10 Verification of the Lodge and other participants contributions shall be forwarded to the Secretary-Treasurer immediately following the conclusion of the project.

A3 Regular Grant Applications

- 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 regarding this regulation if requested by a Lodge making an application.
- 3.2 The Foundation contribution will be issued to the Lodge requesting the grant.
- 3.3 An itemized Financial Statement of the project must be included with the application.
- 3.4 A photocopy of the Lodge contribution or evidence of the Lodge contribution is to be forwarded to the Foundation Office.

A4 Personal Assistance Applications

- 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.
- 4.2 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.
- 4.3 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?
- 4.4 When suppliers or professional people are involved, payment should be made directly to them, with a receipt being obtained and kept for the records. Lodges must receive confirmation of expenditures through receipts with copies being sent to the Foundation Office.
- 4.5 Due to Alberta Gaming Liquor and Cannabis (AGLC) regulations, the Foundation cannot support travel and accommodation requests.
- 4.6 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.
- 4.7 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.
- 4.8 On each request, the Lodge shall inform the applicant of the decision of the Alberta Elks Foundation Trustees. Cheques are made payable from the Foundation to the Lodge.

A5 Disaster Assistance Applications

- 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.
- 5.2 Financial assistance would be made available upon the receipt of the phone call /request.
- 5.3 Funds will be provided for the family's principal residence only, if burnt or destroyed.
- 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.

- 5.5 The cheque will be made payable to the family involved.
- 5.6 The Secretary-Treasurer is authorized to issue said cheque with a single signature.
- 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.
- 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.
- 5.9 The application for Disaster Victim Assistance shall only be made by Lodges in the jurisdiction of the Alberta Elks.

A6 Tabs for Tots Applications

- 6.1 All applications must include authorization from the sponsoring Lodge to take the application (i.e., copy of motion).
- 6.2 Any project more than \$5,000 will be determined to be a capital project and will not be considered by the Trustees.
- 6.3 Applications for items intended for care will only be accepted for consideration by the Trustees.
- 6.4 All applications over \$2,000 for consideration as a joint donation with the sponsoring Lodge and the Foundation, must be submitted to the Foundation Office no later than May 1st of each calendar year in order to be considered at the Annual General Meeting.
- 6.5 Applications \$2,000 or less will be accepted throughout the year.
- 6.6 Consideration of any application will be at the discretion of the Trustees.
- 6.7 First consideration will be given to those areas that have not received a contribution in the previous two years.
- 6.8 Priority will be given to non-regional hospital and health unit applications.
- 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.

A7 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.

APPENDIX B

B. FOUNDATION SECRETARY-TREASURER DUTIES

January/February

- Mail out notices to Lodges reminding them of timelines for conference grant applications (over \$2000 and Tabs).
- Work with Trustees to develop budget for upcoming year.

March

- Start arrangements for the annual meeting; block rooms at conference hotel, confirm meeting room requirements with host committee and pre-register executive members for the conference.

April

- Have financial records to March 31 prepared for delivery to auditor. Provide copy of current bylaws, all meeting minutes, any gaming reports, and current raffle records.
- Start reminding all parties of need for annual general meeting material to be sent in for preparation.
- Determine award winners, prepare certificates and have the plaque updated.
- Send reminder out to lodges regarding booking the float for summer.

May

- Attend review of audit with the auditors, and Foundation Internal Auditors.
- Prepare booklet for Foundation annual general meeting.
- Prepare all meeting materials for pre and post conference and annual meeting, (copies of minutes, grant applications, ballots, extra copies of financial statements).

June

- Attend conference and deliver booklets to host committee for distribution.
- At Foundation pre-conference meeting record minutes and prepare any cheques for presentation at the annual general meeting.
- Foundation annual general meeting at 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 current Chair and ready for future use.
- At Association conference take note of any business that may affect the 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 amounts for use on Saturday at the closing of the AGM.
- 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 to register new signing

authorities with bank, arrange for signing officers with bank to sign either electronically or in person at their local bank.

- Send in Societies Annual report to Alberta Registries with copy of signed audit and executive list.
- Send a copy of the draft minutes from the AGM to lodges and association.
- Wrap up any other business that arose during conference i.e., Trustee expenses.
- Forward any lodge donations directed to ISTAR.
- Update Trustee information with Alberta Gaming, Liquor and Cannabis (AGLC).

July/August

- Ask for letter of greeting for lodges from Chair for September mail out.
- Schedule orientation meeting, book rooms for appropriate executive attending, arrange for meeting room and start preparing material, and attend meeting.

September/October

- Prepare and send general mail out to Lodges including Chair letter, Foundation Executive and Committee contact list and any other pertinent information.
- Attend Orientation meeting, record minutes and provide support where required.
- Send annual commitment to ISTAR.
- Deal with Foundation insurance review and ensure adequate coverage is in place.

November/December

- Contact ISTAR and Chair for their contributions for the December mailout to lodges and posting in newsletter.
- Invoice Association for their share of the insurance bill.

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 regarding any questions. Replying either in the affirmative or negative the decision of Trustees.
- Receive, receipt, and deposit any donations received through the year, and forward funds directed to ISTAR.
- Review Foundation investments as they mature and receive direction from Trustees for further disposition.
- Assist Raffle Chair in distribution of information.
- Provide Trustees with information and arrange for any meetings.
- Provide Storage space for 2 years of “completed” raffle materials and for historical Foundation files.
- Receive receipt and deposit all funds/donations received to the Foundation.
- Coordinate the Float/Charlie with Lodges and Float coordinator assistant.