

Manitoba Water & Wastewater Association

Constitution



Table of Contents

	<u>Page</u>
1. Name	3
2. Purpose	3
3. Objectives	3
4. Headquarters	4
5. Membership	4
6. Governance	4
6.1 Board of Directors	4
7. Executive Committee	5
7.1 Executive Committee	5
7.2 Executive Committee Powers	5
7.3 Rules of Governance	5
7.4 Term of Office	6
7.5 Elections	7
8. Committees	8
9. Meetings	8
10. Voting	8
11. Borrowing	8
12. Records of the Association	8
13. Adoption and Amendment to the Constitution	9
 BY-LAWS	 10 - 13
 FINANCE POLICY	 14 - 21

MANITOBA WATER AND WASTEWATER ASSOCIATION

CONSTITUTION

1. Name

1.1 The name of the organization shall be “The Manitoba Water and Wastewater Association Incorporated”.

1.2 The organization shall be referred to in the Constitution and Bylaws as “the Association”.

2. Purpose

The association is dedicated to environmental stewardship, protection of public health and advancement of water and wastewater professionals through training and educational opportunities.

3. Objectives

The objectives of the Association shall be:

3.1 To advance the public awareness of the role of the members in protecting the environment and public health.

3.2 To plan and initiate or conduct a variety of educational and training opportunities suited to the needs and requirements of the members.

3.3 To communicate with the members of the association so as to determine their needs, and to insure that they are aware of the educational and training opportunities and programs being offered by the Association.

3.4 To administer and operate the Association in accordance with the Constitution and Bylaws.

3.5 To prepare budget, financial and activity reports for presentation to the association membership.

3.6 To promote activities through which funds may be raised to support the activities of the association.

3.7 To plan for the continued operation of the Association and it’s programs through the recruitment and training of volunteers.

3.8 To provide delegates to and support of the programs and policies of the Western Canada Water and Wastewater Association.

3.9 To promote the sharing of information between members.

4. Headquarters

The headquarters of the Association shall be specified annually by the Board of Directors.

5. Membership

5.1 Members

Persons eligible for membership in the Association shall be directly involved with the industry relating to water treatment, wastewater treatment, water distribution or wastewater collection.

5.2 Life Members

Life members shall be persons who have been Members of the Association have retired from active employment and whom the Board of Directors of the Association has conferred Life Membership. They shall be afforded the same participation privileges as members and will be entitled to annual membership for life at no charge.

5.3 Withdrawal of Membership

Any member who wishes to voluntarily withdraw from the Association may do so in writing to the Executive Director and requesting their name be removed from the membership rolls of the Association. There shall be no reimbursement of any fees previously paid.

5.4 Maintenance of Membership

In order to be considered a member in good standing of the Association, all fees must be paid within six months of invoice due date.

5.5 Membership Fees

Membership fees will be set by the Board of Directors such that the Association is able to maintain its business. At no time will the fees increase by more than 20% without authorization of the general membership.

6. Governance

6.1 Board of Directors

The Board of Directors shall consist of:

Members of the Association in good standing who reside in the Province of Manitoba and who are elected by the members as follows:

Two (2) members from communities or utilities serving a population of over 50,000 population.

Two (2) members from communities or utilities serving a population of over 10,000 but under 50,000 population.

Two (2) members from communities or utilities serving a population of over 2,000 but under 10,000 population.

Two (2) members from communities or utilities serving a population of under 2,000 population.

One (1) member representing a First Nation Community.

One (1) member from a semi-public facility.

Chair of the Association

Vice-Chair of the Association

Second Vice-Chair of the Association

Other members of the Board of Directors shall include members of the Association in good standing who reside in the Province of Manitoba as follows:

Two (2) members being non-elected representatives from the Province of Manitoba and appointed to the Board of Directors.

The immediate Past Chair of the Association.

7 Executive Committee

7.1 The Executive Committee members shall consist of:

Chair

Vice-Chair

Second Vice-Chair

The immediate Past Chair of the Association.

7.2 Executive Committee Powers:

7.3

The Executive Committee shall have the power to do all things necessary for the successful operation of the Association, thus be empowered to:

7.2.1 Administer the funds of the Association in such manner and for such purposes as it may decide are beneficial to the well-being and advancement of the objectives of the Association in accordance with the approved annual budget.

7.2.2 To commence any new form of activity considered desirable by the Membership or in like manner discontinue any form of activity being conducted under the auspices of the Association.

7.2.3 To ensure that the Association is operated on a non-political and non-sectarian basis.

7.2.4 Notwithstanding any other provisions of the Constitution, appoint committees, either standing or temporary, prescribe their duties, powers and duration thereof. The executive committee may also appoint the Committee Chairperson. All Committees shall be responsible and accountable to the Board of Directors.

7.2.5 To appoint advisors to the Board as it deems necessary and appropriate. Such appointments shall be ratified by the Board of Directors.

7.3 Rules of Governance

7.3.1 The business and affairs of the Association shall be administered by a Board of Directors including the Executive Committee.

7.3.2 In the event of a vacancy on the Executive Committee, the Board may appoint a qualified member to fill the vacancy(s) for the remaining term of office. Such appointment(s) must have the majority approval of the assembled Board of Directors.

7.3.3 The office of a Director shall be vacated upon the occurrence of any one of the following events:

- (a) vacant by death;
- (b) resignation in writing to the Board;
- (c) removal by resolution of at least two-thirds of the other directors of the Association.

7.3.4 Any Director may be removed from their elected or appointed position by a two-thirds majority vote of the entire remaining Board of Directors upon the occurrence of any one of the following events:

- (a) failure by the director to attend any three consecutive scheduled meetings of the Board without prior consent;
- (b) failure by the director to disclose a conflict of interest;
- (c) where the remaining directors are of the opinion that the director has not acted in the best interest of the association.

7.3.5 A notice of motion for removal of a director and reasons must be presented at the meeting of the Board before the meeting at which the motion will be considered.

7.3.6 The meeting considering the motion to remove must have a quorum without counting the director who brought the motion, or the director who is the subject of the motion, neither of whom may vote on the motion.

7.3.7 The motion to remove and the reasons for the motion must be mailed by registered mail to the Director being removed no later than seven (7) days prior to the meeting dealing with the dismissal.

7.3.8 The director being removed shall be given the opportunity to present his evidence.

7.3.9 Unless authorized at a meeting, no Director of the Association shall receive any remuneration for services. Directors of the organization will be paid for out of pocket, day to day expenses incurred in carrying out their duties as an Officer of the Association.

7.3.10 On any occasion in which a director, or a spouse or dependent of a director, has a personal material or other substantial interest in any contract or transaction to which the Association is a party, it is hereby deemed that this director has a conflict of interest and shall disclose such interest at the time. The director shall refrain from speaking to or voting on the resolution approving the transaction.

7.4 Term of Office

7.4.1 The term of office for each member of the Board of Directors shall be for two years with the following exception: the member(s) employed by a Provincial agency relating to a water and wastewater field shall be appointed for a period of time as deemed suitable by the Board of Directors. A review of the appointments shall occur not later than four years after the initial appointment.

7.4.2 Elected Directors can only serve four (4) consecutive terms. Any member can stand for election providing their consecutive service on the Board of Directors never exceeds four (4) terms.

7.4.3 Elected members of the Executive Committee may only serve two (2) consecutive terms in each Executive position.

7.5 Elections

7.5.1 Members of the Board of Directors will be elected for two (2) year terms staggered by one (1) year, with half of the Board of Directors being elected on an annual basis.

7.5.2 Members of the Executive of the Board of Directors will be determined as follows:

- The position of Second Vice-Chair will be elected biannually at the AGM. Upon completion of the two (2) year term, the Second Vice-Chair will succeed to the position of 1st Vice Chair, the 1st Vice Chair will succeed to the position of Chair; and the Chair will succeed to the position of Past Chair.

7.5.3 All members in good standing are eligible to vote at the Annual General Meeting.

7.5.4 At the Annual General Meeting nominations will be received from the floor of members in good standing who agree to let their names stand for nomination to the Board.

7.5.5 If the nominees are not acclaimed during the Annual General Meeting by show of hands, the voting during elections shall be conducted by secret Ballot.

7.5.6 Elections of members of the board and the 2nd Vice Chair will take place at the Annual General Meeting of the annual conference. Nominations will be received no later than at the Monday Annual General meeting with the balloted election closing prior to the Annual Banquet dinner. Final results will be announced at the banquet with the new board members assuming positions at the next regularly scheduled Board of Directors meeting.

7.5.7 All candidates' names shall appear on the ballot.

7.5.8 All candidates have the right to briefly address the membership at the Annual General meeting.

7.5.9 Ballots shall be distributed and counted by two Board members and two other members. These members must not have nominated or seconded a nomination, or be aspiring to office.

7.5.10 The counting of ballots for the election of members to the Board of Directors shall be conducted prior to the Banquet, following the deadline for the receipt of ballots.

7.5.11 In the event a tie exists for any position other than the president and/or vice president, the election Chair shall instruct that the ballots be recounted. If a tie still exists, the candidate's names shall be placed in a draw. One name at a time shall be drawn and declared elected until all positions have been filled. Change to: The 1st name drawn for each position to be filled will be declared elected.

7.5.12 If a vacancy occurs within the Executive of the Board, except the position of Past Chair, each member of the Executive will succeed to the next position in the Executive. The Board of Directors will appoint a Second Vice Chair from within the existing board until the next regularly scheduled election in accordance with Section 7.5.2.

7.5.13 If a vacancy occurs on the Board of Directors, the Board of Directors may appoint a replacement Director from a similar sized community or utility to complete the term.

7.5.14 The term of the newly elected Directors shall begin with the first Board of Directors meeting following the Annual General Meeting.

8. Committees

The Association shall have the following Committees;

- .1 Executive Committee
- .2 Public Relations Committee
- .3 Finance Committee
- .4 Seminar Committee
- .5 Member Services Committee
- .6 Nominating Committee
- .7 Financial Review Committee
- .8 Education and Training Committee

9. Meetings

9.1 The Annual General Meeting shall be held in conjunction with the Annual Association Conference, and the quorum shall be 20 members. Notification of this meeting will be included with Annual Seminar registration information which will be mailed to all members at least 30 days prior to the Annual General Meeting.

9.2 Special Meetings of all members may be held at the discretion of the Chair. All members will be mailed notification of a special meeting at least 30 days prior to a Special Meeting. A Quorum of a Special Meeting shall be 20 members.

9.3 Board of Directors meetings are held at the discretion of the Chair, or may be called by the Board of Directors provided 50% of the Directors are in agreement, and a quorum at these meetings shall be $\frac{1}{2}$ of the Board of Directors.

10. Voting

10.1 Voting at all meetings will be by a show of hands unless determined otherwise by a simple majority of members in attendance.

10.2 At the General Meetings each member shall have 1 vote. In a case of a tie, status quo shall be preserved.

10.3 At the Board of Directors Meetings each member of the Board of Directors shall have one vote. In a case of a tie, the status quo shall be preserved.

11. Borrowing

Money shall not be borrowed unless a notice of motion is submitted to the Chair 14 days prior to the General Meeting and the motion is approved by a majority at the General Meeting.

12. Records of the Association

12.1 The Executive Director shall ensure minutes of the Association meetings and executive meetings are prepared and will distribute these to the executive.

12.2 The Executive Director shall maintain the original copy of the above minutes at the office of the Association.

12.3 Members of the Association who wish to view the records of the Association, other than personnel or members personal files, may do so at the MB Water and Wastewater Association offices, by notifying the Executive Director and members of the Executive one week in advance.

13 Adoption and Amendment to the Constitution

13.1 Adoption of the Constitution shall become effective upon acceptance by the Membership by a majority vote.

13.2 Amendments to the Constitution require a Notice of Motion submitted to the Vice-Chair twenty-one (21) days prior to any General or Special Meeting and passed by a majority of the membership present at the General Meeting or Special Meeting.

Manitoba Water & Wastewater Association

By-laws



BY-LAWS

1 Adoption of By-Laws

Adoption of the By-Laws shall become effective upon acceptance by a majority vote of the Board of Directors.

2 Committee Structure:

2.1 Each Committee identified in these bylaws shall be under the Chairship of a current member of the Board of Directors. The Chairship of the Committees shall be determined by the members of the Executive Committee.

2.2 The Executive of the Board of Directors may form other Committees than those described herein for the purpose of completing specific tasks within a specified time frame. Membership to the Committee shall be comprised of a Director as Chair and as many members and/or Directors as the Board of Directors deems required.

2.3 Committee Chair's shall have served for a minimum of one 2 year term before becoming a Committee Chair.

The Association's Committees shall be structured as follows:

2.3 Finance Committee

2.3.1 The mandate of the Committee shall be the responsibility for the financial operations of the Association including preparing any written financial procedures as it may deem appropriate. The Committee is also responsible for the annual performance evaluation of any hired staff of the Association.

2.3.2 The Finance Committee Chair shall be the Vice Chair of the Association. The Committee shall be comprised of the Chair, the Vice Chair, 2nd Vice Chair and the Executive Director.

2.3.3 The Committee shall prepare an annual budget for the Association for ratification at the Annual General Meeting. The draft budget shall be reviewed by the Committee Chair and the executive prior to presentation to the membership at the Annual General Meeting.

2.3.4 Signing authority for all Association Business will include the signatures of two of the recognized three signing authorities, which shall be the Chair, Vice Chair, Second Vice Chair and the Executive Director.

2.4 Conference Committee

2.4.1 The mandate of the Committee is to organize an annual Conference to further the objectives of the Association.

2.4.2 The Seminar Committee shall be comprised of at least one member of the Board of Directors along with a Chair from the group of members proposing to organize and host the annual Seminar. The remaining members of the Committee shall be comprised of as many persons as the Chair may deem appropriate. The Committee shall meet regularly and provide updates at each Board of Directors meeting.

2.4.3 The Board of Directors of the Association shall determine the location of the seminar one year prior to the planned event. Proposals from communities interested in hosting the event must be submitted a minimum of 48 months prior to the Conference.

2.5 Member Services Committee

2.5.1 The mandate of the Member Services Committee is to undertake services beneficial to the membership.

2.5.2 The Member Services Committee shall be comprised of two members of the Board of Directors and a minimum of two members at large.

2.6 Nominating Committee

2.6.1 The Nominating Committee shall be comprised of those members of the Board of Directors in the first half of their term of office, or a minimum of three people appointed by the Board of Directors.

2.6.2. Election of executive and members of the board will take place at the Annual Conference. Nomination will be received no later than the Annual General Meeting with the balloted election, if required, taking place the following day. Final results will be announced at the Banquet with the new board members assuming positions at the next regularly scheduled Board of Directors meeting.

2.6.3 The Nominating Committee shall be responsible for the solicitation of nominees, selection criteria and choosing the recipients of the Rookie Operator of the Year, Operator of the Year award, and the Lorne Sayer Service Award.

2.7 Financial Review Committee

2.7.1 Accounts will be reviewed on a yearly basis by two members at large of the Association. The engagement of an audit professional may be deemed necessary by the Committee and the Committee shall have the sole discretion in making this determination.

2.7.2 The Financial Review Committee shall report at the Annual General Meeting.

2.8 Education and Training Committee

2.8.1 The mandate of the Committee shall be to further the objectives of the Association by providing opportunities for members to increase their knowledge through correspondence courses, seminars and liaison with other educational institutions.

2.8.2 The Committee shall be comprised of at least one member of the Board of Directors and a number of members at large as deemed necessary by the Board of Directors.

2.9 Public Relations

2.9.01 The mandate of the Public Relations committee is the promotion of the association.

2.9.02 The Public Relations committee shall be comprised of two members of the Board of Directors.

3 Elections Policy

All candidates and their representatives must follow election protocol which includes the following guidelines or be at risk of being asked to leave or being removed from the polling stations.

As a candidate or candidate's representative you must:

- Maintain and aid in maintaining the secrecy of the vote
- Respect the right of electors to an accessible voting process
- Respect the decisions of the nominating committee members. These decisions will prevail unless overruled later by the board

As a candidate or candidate's representative you may:

- Request to examine, but do not handle, an elector's identification - electors may vote even if they refuse to allow you to examine their identification, and the executive director will keep records of such situations
- Visit the polling place at any time during the voting
- Before the polls open, ask to have the ballots counted and ask to inspect the ballots, the ballot box and any other material relating to the vote, as long as the polls open at the designated time - to observe the process, you should be present 15 minutes before the polls open
- During voting hours, examine the list of electors with the polling supervisor, providing it does not interfere with the voting process

As a candidate or candidate's representative you may not:

- Interfere with the voting process, at the risk of being asked to leave or being removed from the polling station
- Attempt to obtain information about how an elector is going to vote or has voted
- Attempt to influence an elector's choice of candidate
- Handle an elector's identification
- Systematically challenge electors as to their qualification to vote
- Challenge an elector's qualification once ballot is issued
- Sit at the same table as the polling supervisor
- Enter the polling place after the poles have been closed and the count is underway, or re-enter after the count has started
- Handle the ballots during the count
- No literature, sign, poster or flag having reference to the election can be posted within 50 metres (164 ft.) of the voting station
- Display campaign literature or other material that could be taken as an indication of support for or opposition to the election of a candidate
- Use or wear emblems that would identify your candidate

By-laws as amended by Board of Directors - January 16, 2017

Manitoba Water & Wastewater Association

Finance Policy



Manitoba Water and Wastewater Association Inc.**Finance Policy**

1. Introduction	2
2. Purpose	2
3. Objectives	2
4. Financial Administrative Policy	2
4.1 Banking	2
4.2 Invoice Processing	3
4.3 Cash Flow	3
4.4 Accounts Receivable	3
4.5 Accounting Method	3
4.6 Auditing	3
4.7 Liability Insurance	3
4.8 Contract Signing	3
5. Budget Policy	4
5.1 Budget Preparation	4
5.2 Financial Statements	4
5.3 Finance Committee	4
6. Expense Policy	5
6.1 Transportation	5
6.2 Accommodation	5
6.3 Miscellaneous Expenses	5
6.4 Expense Claims	5
6.5 Conferences and Meetings	6
6.6 Advances/Deposits	6
6.7 Association Credit Card	6
7. Investment Policy	6
8. Schedule A	6
9. Schedule B	6
10. Schedule C	7

1. Introduction

The Executive of the Manitoba Water and Wastewater Association has developed this policy. The primary use of Association funds is to benefit the membership through programs, educational and training opportunities, conferences, and other related activities. The Association believes it's also prudent to plan for unexpected financial events that could jeopardize the Association's stability, and to evaluate the best use of surplus funds. The general investment strategy should be developed and reviewed annually. The Finance Committee will be responsible for this aspect in conjunction with the Executive Director.

All financial activity and investment policy will be for the sole interest and exclusive purpose of the Association and its membership. The Association's assets and funds should be handled and invested with care, skill and diligence, and in compliance with all applicable guidelines, rules, and legislation.

2. Purpose

The purpose of this document is:

- To provide Board members and staff with an overview of the roles and responsibilities with respect to financial control and handling of funds to ensure accountability and equity,
- To provide a financial policy that serves as a guide for day-to-day financial operations that satisfies the requirements of a not-for-profit organization,
- To establish policy on the budgeting process,
- To establish policy on reimbursable expenses,
- To establish policy for the necessary reserve to ensure financial stability,
- To provide an investment policy, to be reviewed each year, that serves as a guide for investing reserve funds, and
- To establish limits, if necessary, on any surpluses generated by the Association.

3. Objectives

The primary objectives of the Association with respect to its finances are:

- To ensure sufficient funds are available to provide a satisfactory level of service to the membership,
- To preserve operating capital and assets,
- To maintain sufficient liquidity to meet cash flow needs in the event of foreseen and unforeseen circumstances, and
- To make conservative investments to avoid loss of principal.

4. Financial Administrative Policy

4.1 Banking

All bank accounts shall be with a chartered bank of Canada. The Chair, 1st Vice Chair, 2nd Vice Chair and Executive Director are signatories.

4.2 Invoice Processing

The Executive Director receives all invoices and expense claims and prepares cheques for signing. All cheque disbursements require approved invoices or expense claim forms. Cheques will be issued on a monthly basis, or more frequently if required. All unused cheques will be kept in a secure location.

4.3 Cash Flow

On a quarterly basis the Executive Director and the 1st Vice Chair review the Associations budget status including anticipated expenditures and revenues.

Schedule A identifies the minimum balance and maximum balance to be retained in the current account to meet the anticipated monthly accounts payable. The Associations Credit card Limit is also reflected in the Schedule.

If funds fall below the minimum amount, or if additional funds are required to meet anticipated payments, short-term deposits will be cashed. If funds exceed the maximum amount, and additional expenses are not anticipated in the near future, then monies will be transferred to short-term deposits. The Finance Committee has the authority to make these decisions with notification to the Board.

4.4 Accounts Receivable

Past due account reminder letters are generated by the office and faxed at 90 days, and then again monthly. At six months delinquent, the payee is notified by telephone. If there is still no response and a significant level of bad debt was incurred (e.g. >\$500), then the matter would be referred to the Board for direction.

4.5 Accounting Method

The Association will follow all generally accepted accounting principles of not-for-profit organizations.

4.6 Auditing

A certified financial accountant may review the Association's finances once per year. The constitution identifies that audit will be done by two members at large prior to Annual Meeting. The results of the audit will be presented at the Annual Board Meeting.

4.7 Liability Insurance

The Association will maintain a Not-For-Profit Corporation Liability Insurance Policy for office property and staff and Officers and Directors Liability insurance on an annual basis.

4.8 Contract Signing

Where possible, committee members and those organizing events should ensure all negotiations and finalization of contracts for workshops, seminars, meetings and supply of services are handled through the Associations office. The Finance Committee must be notified of all contracts signed on behalf of the Association, and these contracts must not exceed approved budget amounts.

Monies owing for any contracts should be billed directly to the Manitoba Water and Wastewater Association office.

5. Budget Policy

5.1 Budget Preparation

The fiscal year for the Association is the calendar year, from January 1 to December 31.

The Executive Director and Finance Committee will review budgetary requests from all Board members, committee chairs and any others preparing budget submissions two months prior to the Board Meeting in January. The Executive Director shall prepare a preliminary budget based on the prior annual budget, current and projected revenues and expenditures, and requests for funds.

The preliminary budget will be distributed to the Finance Committee at least two weeks prior to the January Board meeting. This Committee will review and if necessary, amend the preliminary budget prior to the January Board meeting. The Finance Committee will submit the preliminary budget to the Board at the January Board Meeting for approval.

After adoption of the preliminary budget, any requests for additional funds shall be directed to the Finance Committee. They shall determine if funds are available. The Finance Committee will then make a recommendation to the Board, who will then consider the proposed change to the budget. The budget will be amended to reflect any Board approved changes.

The Association should maintain a balanced budget each year.

The Association shall maintain a minimum of one years operating expenses at all times as part of the total Association equity, including account balances, investments, and other equity. Association equity shall be reviewed as part of the budget preparation process.

5.2 Financial Statements

Financial statements will be presented at the Board meetings indicating the status of the

- Existing budget
- Investment status
- Balance sheet
- Annual cash flow
- The annual financial audit when appropriate.

In addition, the Executive Director will prepare budget status reports for the Finance Committee, and circulate budget status to the Board at Board meetings.

5.3 Finance Committee

The Finance committee will be comprised of the 1st Vice Chair (In The Chair), the 2nd Vice Chair, the Executive Director and Chair of the association as ex-officio of all committees. The Committee will meet before the November Board meeting to address the following items:

- Review the annual budget,
- Review the Finance Policy, and

- Any miscellaneous expenses.

A Finance Committee Report detailing Annual Finance Activities will be presented to the Board at the December Board Meeting for approval.

6. Expense Policy

The Association makes all expenditures based on the annual budget approved by the Board. Any exceptions to the expense policy require prior Board approval. No unapproved expenditures shall be reimbursed.

All expenses claimed must be supported by applicable receipts and must also be completed in accordance with reimbursement rates established for expenses. All expenses claims are subject to review by the Finance Committee and will be in accordance with established Board Policy, as revised from time to time by the Chair, Finance Committee, and Executive Director. Good judgment should be used to minimize costs to the Association.

6.1 Transportation

All air travel will be at excursion rates whenever possible. Travel booking will be made as far in advance of travel as possible to ensure the best possible fares. Upgrades to business or first class may be made at personal expense.

Dates for air transportation shall be booked to minimize overall costs where possible.

All travel using a personal vehicle on Association business will be subject to a reimbursement for mileage. Refer to Schedule B for the current mileage rate. All those claiming vehicle expenses while on Association business are to ensure they have appropriate vehicle insurance. The Association will cover transportation costs at the lowest cost option. In no circumstances is the mileage paid to exceed the cost of a return excursion airfare and related costs.

6.2 Accommodation

Hotels are to be booked in accordance with rates for the particular function. Ideally Association representatives when travelling should use only hotels with favourable rates. The dates booked for accommodation should minimize overall costs to the Association. Typically, hotel expenses will be covered for the night before and the nights of the published dates of Board meetings, and or the dates for other related meetings. If travel to home destination is possible at a reasonable hour on the same day following meetings or planned Association events, then accommodation for that night will not be covered unless authorized by the Board.

6.3 Miscellaneous Expenses

While attending an Association meeting, miscellaneous expenses will be reimbursed upon submission of an expense report. Transportation to and from the airport will also be covered and if by own vehicle, will be covered at the current mileage rate.

At Board meetings it is reasonable for the Board to expense dinner. Actual, reasonable costs will be reimbursed. Restaurants with reasonable rates should be chosen (casual and informal).

6.4 Expense Claims

Original receipts must accompany all expense forms. Copies of electronic tickets are acceptable for air travel. Expense claims must be submitted to the Association office no

later than 90 days after the expense occurred, unless otherwise approved by the Finance Committee. Cheques will be issued within a month of receipt of the expense report.

6.5 Advances/Deposits

The Executive Director on behalf of the Association shall make deposits for meetings, seminars, or workshops.

6.6 Association Credit Card

The Association will issue a credit card to the Executive Director for use for Association expenses. The credit limit is to be determined by the Board. Charges on the card are to be paid as they are incurred to avoid finance charges.

7. Investment Policy

The investment responsibility of the Association rests with the Board. However, the Finance Committee is authorized to make day-to-day decisions within this investment policy, with notification to the Board.

Invested maturities will be staggered to ensure that the Association has access to the funds and maintains a level of liquidity throughout the year. However, in the event of an unforeseen need, investments may be liquidated prior to maturity with board approval.

Safety of the principal shall prevail in all investment decisions. Reviewing rate of return and length of deposit required will maximize yield. Investments providing maximum return while meeting safety requirements will be selected.

Approved investments are:

- GICs
- Domestic Bank Certificates or Money Market Accounts
- Federal Funds

No common stock, preferred stock, or real estate for investment purposes will be purchased.

8. Schedule A

Minimum Cash Account Balance	\$35,000
Maximum Cash Account Balance	\$80,000
Credit Card Limit	\$10,000

9. Schedule B

a): Vehicle Travel Reimbursement - Executive Director

Vehicle Travel Reimbursement for Executive Director at the current City of Portage la Prairie rate (0.42/km - including GST)

b): Vehicle Travel Reimbursement for Board Members - same as Executive Director rate.

c): In the event that it is convenient for a Board or a staff member to stay with a family member, said family shall be reimbursed at the rate of \$40.00 per night.

10. Schedule C

Meeting	Typical Timing	Location	Purpose	Typical Attendees
Annual Budget Review	October	Will vary	Set the budget for the upcoming year	1 st Vice Chair, 2 nd Vice Chair, Chair and Exec. Director
Prepare Preliminary Budget	Prior to November Board meeting	Will vary	Review Budgetary requests, and current and projected revenues & expenditures	1 st Vice Chair, 2 nd Vice Chair, Chair and Exec. Director
Finance Committee Report	December or January Board meeting	Will vary	Presentation of details of financial activity over the past calendar year.	All Board members
Submit Preliminary Budget to Board	2 weeks prior to December Board meeting	Will vary	Preliminary Budget to Board for review and amendment if necessary	All Board members
Annual Budget approval	January Board Meeting	Will vary	Approval of Budget	All Board members