

Operating Policy

Of Baturyn Community League

General

Section 1.01 Operating Policy Amendments

- (a) Policies shall be created, amended, suspended, or retired by the Baturyn Community League Board of Directors.
- (b) Any alterations approved by the Board of Directors shall be reported to the League's membership at the next Annual General Meeting as recorded in the minutes of the BCL Board Meetings.
- (c) Responsibility for the effective administration of Operating Policy shall rest with the President.
- (d) Secretary shall be responsible for ensuring that a current version of Operating Policy is available to all members of the Board of Directors as changes are approved.
- (e) The website shall be updated as the new Operating Policy changes, whenever possible.

Section 1.02 Enforcement of Operating Policy

- (a) Enforcement of Operating Policy shall be the responsibility of the Executive.
- (b) Any contravention of Operating Policy shall be discussed by the Executive. The individual(s) or group(s) found to be in violation of a policy may be asked to appear before the Executive for investigation.
- (c) The Executive shall recommend an appropriate form of discipline to the Board of Directors based on the severity of the violation. Any past contraventions of Operating Policy by the individual(s) or group(s) shall also be taken into consideration.
- (d) The Board of Directors is the only body who may impose discipline for any violation of the Operating Policy.

Section 1.03 Records

- (a) All contracts and agreements to which the Baturyn Community League is party too shall be retained until at least the contract's expiration or longer as described by statute.
- (b) All records of the League, financial or otherwise, shall be retained for a minimum of 7 years.
- (c) The Secretary shall be responsible for storing non-financial records of the league that are not described in the bylaws.
- (d) Confidential information shall only be disposed of via secure destruction methods.
- (e) All cases of lost, stolen, or otherwise potentially compromised confidential information shall be reported to the Board of Directors.

Section 1.04 Affiliated Organizations

- (a) The League shall at all times maintain its membership in good standing in the Edmonton Federation of Community Leagues.
- (b) The League shall at all times maintain its membership in good standing in the Castle Downs Recreation Society.
- (c) Before leaving any organization of which the League is a member, a motion to do so shall be approved at a properly called and conducted General Meeting.

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Governance

Section 2.01 All Board members and Chairpersons will be provided with a copy of the League's Bylaws and Operating Policy when elected or upon accepting a Board position.

Section 2.02 Board Meetings

(a) Meeting agendas shall contain at least the following sections:

- (i) Approve Meeting Agenda
- (ii) Approve Last Meeting's Minutes
- (iii) Open Floor for Community members
- (iv) Neighbourhood Resource Coordinator Report
- (v) Director Reports
- (vi) Prior Business
- (vii) New Business

(b) Other sections to the agenda may be added or removed at the discretion of the President or Secretary.

(c) All members of the Board are free to add items to the agenda until Friday prior to the meeting or up to (3) days prior to the meeting if rescheduled. Additional items asked to be added will be voted at the time of the meeting.

Section 2.03 Meeting Chair

(a) Each meeting shall have a chair presiding over it. The de facto chair for all meetings of the league shall be the President. In the absence of the President, the order of succession for Chair shall be:

- (i) Vice President
- (ii) Secretary
- (iii) Treasurer
- (iv) Past President

(b) If none of the above are present, the members present at the meeting shall decide on a Chair by a vote.

(c) Except for meetings of Special resolutions, the Chair shall not vote on any resolution. In the event of a tie, the Chair shall cast the deciding vote.

Section 2.04 Board Meetings

(a) A Board meeting may be called at any time by the President but will be regularly held on the first Monday of the Month.

(b) An Executive Order is a motion carried via email, and shall have the same weight as a motion carried at a Board meeting.

(c) Motions for debate as an Executive Order shall only be one of the following:

- (i) Business carried over from a Board meeting that was not resolved,
- (ii) Time-sensitive decisions, and
- (iii) Motions deemed to be of necessity to the League.

(d) Motions for debate as an Executive Order cannot be:

- (i) Approval of funds in the excess of **\$5000.00**
- (ii) Motions that have previously been defeated at a Board meeting.

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Section 2.05 Attendance

- (a) Board members are expected to attend all meetings in full, except as noted otherwise.
- (b) Board members who are unable to attend a meeting shall notify the Secretary prior to the start of the meeting.
 - (i) Absent Board members are expected to thoroughly read the minutes of the meeting they were absent from prior to the next meeting.
 - (ii) Any executive members who miss three meetings in the one year period between Annual General Meetings without notifying the Secretary may be dismissed from their position, at the discretion of the Board.

Officer, Director and Chair Positions

Section 3.01 Officer Positions

- (a) Prior to an Annual General Meeting, the Board shall decide which positions they will be seeking at the elections with at least the **four (4)** Executive Officer roles to be filled:
 - (i) President
 - (ii) Vice President
 - (iii) Secretary
 - (iv) Treasurer

Section 3.02 Director Positions

- (a) The following Director positions exist on the Board. The following positions will hold voting power at all Board meetings, subject to membership requirements and limitations:
 - (i) Castle Downs Recreation Society Representatives (2 positions)
 - (ii) Communications Director
 - (iii) Facilities Director
 - (iv) Playschool Director
 - (v) Program Director
 - (vi) Soccer Director
 - (vii) Social Director
 - (viii) Ways and Means Director
 - (ix) Volunteer Director
 - (x) Membership Director

Section 3.03 Director Responsibilities

(a) Castle Downs Recreation Society Representative (2)

- (i) Shall attend all meetings of the Castle Downs Recreation Society where possible.
- (ii) Shall report proceedings from Baturyn Community League Executive meetings to the Castle Downs Recreation Society.
- (iii) Shall report proceedings from the Castle Downs Recreation Society meetings back to the Baturyn Community League Executive Board.

(b) Communications Director

- (i) Shall be responsible for directing overall communications consistency and strategy of the

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league through its electronic, print, and roadside channels.

- (ii) Shall be responsible for maintaining email distribution lists
- (iii) Discovers opportunities in the community to advertise and promote current programs, future events, other important information, and the benefits of League membership as best possible.
- (iv) Prepares digital files for advertising and printing in the form of posters, social media and school flyer distribution, and any other publications as requested by the Executive or members at large.
- (v) Ensure the Castle News article space is fully utilized by reminding program leaders to pen articles about their projects, and if necessary, writing those articles in their absence.
- (vi) Provide the League Executive with assistance and guidance on issues which involve communications.
- (viii) Reviews and prepares policy and procedures with respect to communications.
- (ix) Prepares and adheres to an annual budget for communications and submits it to the Treasurer.

(c) Facilities Director

- (i) Shall be responsible for the general administration of the League's properties, including the building, rinks and attached structures.
- (ii) Shall act as the League's liaison between the repair, maintenance and cleaning persons, when it is necessary for the League to hire or contract in these areas.
- (iii) Prepares and adheres to an annual budget for administration purposes and submits it to the treasurer

(d) Playschool Director

- (i) Shall be responsible for overseeing the operation and maintenance of the playschool program including setting registration dates, open houses, and hiring teachers etc as needed
- (ii) Shall have the ability to appoint playschool subcommittee members.
- (iii) Shall be responsible for setting policies to be outlined in the Playschool handbook and reviewing/updating them as necessary. Shall be responsible for ensuring the program meets and follows Alberta Health Services and Child Care licensing requirements for operation.
- (iii) Provides committee reports and updates to the board at monthly meetings
- (iv) Shall be responsible for working with the facilities director regarding repairs, issues or renovations in the classroom or hall and coordinating scheduled maintenance visits to prevent program disruption. Shall be responsible for working with the rental rep regarding rentals and impact on the program.
- (v) Shall be responsible for working/coordinating with any other director or board member regarding volunteers, media, social events, etc.
- (vi) Works with teachers and subcommittee to prepare and adhere to an annual budget for Playschool and submits it to the Treasurer.

(e) Programs Director

- (i) Shall be responsible for establishing committees to operate programs as requested by the Executive or the members at large.
- (ii) Reviews and prepares policy and procedures with respect to programs.
- (iii) Prepares and adheres to an annual budget for programs and submits it to the Treasurer.

(f) Soccer Director

- (i) Shall be responsible to operate the BCL soccer program, indoor and outdoor

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- (ii) Responsible to maintain, organize and replace equipment as needed by the League's soccer teams
- (iii) Reviews and prepares policy and procedures for the BCL soccer program
- (iv) Prepares and adheres to an annual budget for soccer and submits it to the Treasurer.

(g) Social Director

- (i) Shall be responsible for overseeing Committees to operate the social activities of the League as requested by the Board or the members at large.
- (ii) Shall be responsible for working with the Volunteers Director to ensure any upcoming social events have volunteers scheduled.
- (iii) Reviews and prepares policy and procedures with respect to social activities.
- (iv) Prepares and adheres to an annual budget for social programs and submits it to the Treasurer.
- (v) Shall have the ability appoint as needed ad hoc or standing sub committees

(h) Volunteer Director

- (i) Shall be responsible for working with the Ways and Means, Soccer and Social Directors to ensure that League events have volunteers scheduled.
- (ii) Shall ensure that all volunteers scheduled were present and accounted for, or appoint a delegate.
- (iii) Maintain and update events schedule and volunteers' notification.
- (iv) Shall be responsible for returning volunteer deposits as per BCL Operating Policy.
- (v) Reviews and prepares policy and procedures with respect to volunteer commitments.
- (vi) Prepares and adheres to an annual budget and submits it to the Treasurer.

(j) Ways and Means Director

- (i) Shall be responsible for all fundraising activities of the League in coordination with Directors and resources associated with a goal. This may include, but not limited to, membership, bingo, casino and social resources.
- (ii) Shall be responsible for initiating new ways and means for the League to generate more funds for programs as deemed necessary, this can include but is not limited to fundraising.
- (iii) Shall appoint a sub committee as needed to assist in league fundraising and other Ways and Means efforts
- (iv) Shall be involved in any decisions of the League to borrow funds from a commercial institution.
- (v) Shall be responsible for investigating and applying for grants available to the League for its programs and activities.
- (vi) Shall ensure the completion of required reports at the end of any grant period.
- (vii) Prepares and adheres to an annual budget and submits it to the Treasurer.

(k) Membership Director

- (i) Shall be responsible for issuing Baturyn Community League memberships.
- (ii) Shall keep a record of the different types of community league memberships issued.
- (iii) Shall attend all league events where memberships may be sold, and shall provide support to community member inquiries regarding league memberships. Shall promote and encourage membership to the Baturyn Community League. Shall have the ability to use volunteers for membership drives and events.

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(iv) Prepares and adheres to an annual budget and submits it to the Treasurer.

Section 3.04 Non-Voting Chair Positions

(a) Some or all of the following positions may exist on the Board, with one or more people filling each position. The following positions do not hold voting power at Board meetings, nor are they required to attend Board meetings unless requested by the Board.

(i) Rink Chair- Shall be responsible for organizing rink volunteers to operate and maintain the rinks.

(ii) Bingo Chair- Shall be responsible for working with the Volunteer director to ensure all bingo volunteers are contacted prior to bingos, to sign bingo volunteers in and to be the communication between the bingo league and community league.

(iii) Casino Chair- Shall be responsible for working with Volunteer Director to supply volunteers for leagues annual casino, to contract casino facilitator and to ensure all other requirements for casino operation are met.

(iv) Variety Show Chairs (2 positions)- Shall be responsible for organizing and planning annual variety show in conjunction with other community league volunteers and chairs.

(v) IT Chair- Shall be responsible for working with the Communications Director to ensure all league technology is properly functioning and up to date. To ensure all technology is secure and operating safely to protect league information.

(vi) Fundraising Chair- Shall be responsible to assist the Ways and Means Director in discovering, planning, organizing and running fundraising opportunities.

(vii) Sports Chair- Shall be responsible for managing additional sports inquiries and registrations outside of soccer at the league.

(b) Non-Voting Committees and Appointments

(i) Any member in good standing shall be eligible for appointment or election as a Chairperson

(ii) Any Committee, whether standing or ad hoc, shall be reviewed once a year to establish if its continued existence is deemed necessary. This review will at least occur at the last Executive meeting prior to elections.

(c) Ad Hoc Committees

(i) All Executive members shall be empowered to appoint assistants and form ad hoc Committees as deemed necessary.

(d) Standing Committees

(i) The Executive shall appoint additional or delete Standing Committees and Chairpersons as deemed necessary.

(ii) A Standing Committee of the League is that which is either: Expected to last for a duration greater than twelve (12) months or expected to generate or expend League funds greater than \$250.00.

(iii) Standing committees shall be required to create "terms of reference: that shall be approved by the league board. Terms of reference shall outline the purpose of the committee and roles/responsibilities of subcommittee members.

Elections

Section 4.01 A member of the community who is not seeking a contested position shall supervise the elections and confirm the successful candidates.

Section 4.02 All four Officer Positions must be filled at the Annual General Meeting. The supervisor may call the election to a close before filling all Director Positions once at least five directors have been elected.

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Section 4.03 The order of the election of Officer and Director Positions shall be:

- (a) President
- (b) Vice President
- (c) Secretary
- (d) Treasurer
- (e) Director positions

Section 4.04 If no candidate is present in a race, the position shall be held over until after the other positions have been elected, at the discretion of the supervisor.

Section 4.05 Term Limits

- (a) Except for the Officers of the League, all Directors shall have one-year terms, from one Annual General Meeting to the next. The term of a Director or Officer who is appointed by the Board throughout the year shall also have their term expire at the next Annual General Meeting.
- (b) The Officers of the League shall maintain staggered 2 year terms. Prior to the Annual General Meeting, the board will confirm the positions up for Election in keeping with the best interest and continuity of the League.
- (c) President and Treasurer will be elected in even years, Vice-President and Secretary in odd years.
- (d) Members choosing to vacate positions prior to end of term shall provide notice to secretary and if no other community member requests to take the position shall be otherwise left open until the next Annual General Meeting.

Section 4.06 Double Jeopardy

- (a) No motion that has been presented and defeated at a meeting of the Board may return to the Board until after the next Annual General Meeting.

Facilities

Section 5.01 Building Access

- (a) The following positions have unrestricted key access to the League hall and all League property:
 - (i) President
 - (ii) Vice President
 - (iii) Facilities Director
 - (iv) Custodial staff
 - (v) Maintenance staff
- (b) The following positions may request restricted key access to specific sections of the League hall, such access to be determined by the Board of Directors:
 - (i) Secretary
 - (ii) Treasurer
 - (iii) Playschool Director
 - (iv) Social Director
 - (v) Soccer Director
 - (vi) Playschool Teacher

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(vii) Playschool Co-Teacher

(c) A \$100 key deposit shall be required from anyone holding keys to the League hall and /or property. The deposit shall be returned when the keys are returned at the end of term or of the position.

(d) The Facilities Director shall keep a record of what keys are in circulation at all times.

(e) Any missing or stolen keys must be reported to the Facilities Director immediately. A replacement fee shall be assessed when a key is reported missing or stolen, which may include costs to cut keys, rekey locks or replace locks.

Section 5.02 Building Renovations

(a) All substantial renovations to the League hall and property shall only be approved by the Board of Directors.

(b) The Facilities Director and/or the Board shall endeavour to supply the Board with 3 quotes from different companies on all potential renovations.

(i) Renovations shall not be approved without a formal quote.

(ii) The League must have at least 50% of the quoted assessment available on-hand and a Board approved plan before beginning renovations.

Section 5.03 Internal Building Advertisements

(a) All posters, banners, flyers, and other advertisements in the League hall shall be approved by the Communication Director. All advertisements must be clearly beneficial to the League and its members. (b) Space for advertisements in the League hall shall not have a cost associated with them.

(c) All advertisements shall be confined to bulletin boards specifically designated for that purpose.

Section 5.04 Decorations

(a) All decorations attached to walls, doors, ceilings, floors, furniture, etc. in the Baturyn Community League hall shall be affixed with material that will not damage League property.

(b) Any cleanup or damage resulting from the use of decorations shall be the responsibility of the person or group who placed these decorations. This additional clean up may result in a fee being assessed which may be taken out of the damage deposit, at the discretion of the Board.

Section 5.05 Damage & Theft

(a) Renters and users shall not intentionally or unintentionally cause damage to Baturyn Community League's building facilities or equipment. This includes all supplies and equipment held by the playschool and soccer programs.

(b) All rental agreements shall include a Damage Deposit prior to holding their event.

(i) The amount of the Damage Deposit shall be outlined in the Baturyn Community League Rental Agreement but shall not be less than \$500.

(ii) Damage deposit will be received via credit, debit card or EFT. Damage deposit must be provided prior to keys being given to renter.

(iii) The Rental Agreement shall outline how the damage deposit is to be deducted if damage is present after an event.

(c) All cases of proven intentional damage to League property, or theft of or from League property, shall be reported to Edmonton Polices Services.

(d) Baturyn Community League will not accept responsibility for personal items lost, stolen, or left on League property.

Section 5.06 Loss & Destruction

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- (a) All cases of lost, stolen, or destroyed equipment shall be reported to the Board as soon as possible.
- (b) In the case of theft, the Facilities Director and/or President shall report the incident to Edmonton Police Services if required.
- (c) If the item is not, or cannot be, recovered, and the item is covered under the League's insurance policy, the loss of the item shall be reported to the insurance company by the Facilities Director and/or President.

Section 5.07 Tripartite Agreement

- (a) As the League's property and facilities are built on city-owned land, we are party to the **standing** Tripartite Agreement along with the Edmonton Federation of Community Leagues and the City of Edmonton.
- (b) Whenever possible, the League shall adhere to the agreement. A copy of the agreement can be found on the Edmonton Federation of Community Leagues' website.

Expectations

Section 6.01 Substance use.

- (a) All volunteers are expected to be fit for duty when fulfilling their commitment and remain fit for the duration. This implies that volunteers shall not be impaired by alcohol, illegal drugs, or prescription drugs.
- (b) Volunteers are not to have illegal drugs or related paraphernalia in their possession while fulfilling their commitment.
- (c) Possession, use, or selling of drugs on League property is prohibited.
- (d) Policy violations:
 - (i) Should there be reason to believe that a volunteer's is being negatively affected by alcohol, illegal, or prescription drugs, or that this policy is being violated in any way, the Board shall inquire as to the nature of the problem and to take appropriate action, which may include forfeiture of their volunteer deposit.

Section 6.02 Respectful Workplace Guidelines

- (a) The Baturyn Community League is committed to a positive workplace environment, which is inclusive and diverse. All volunteers and members can expect to be treated with respect and dignity, free from any form of disrespectful behaviour including but not limited to discrimination, harassment (including sexual and personal harassment), bullying and violence.
- (b) The Board of Directors will not tolerate or condone disrespectful behaviour, and will take all reasonably practical steps to prevent this type of behaviour and to stop it if it occurs.
- (c) Respectful Behaviour - Characteristics that define a respectful workplace include:
 - (i) Everyone is treated with respect and dignity;
 - (ii) Individual differences are acknowledged and celebrated;
 - (iii) Conflicts and concerns are dealt with in a timely and effective manner; and
 - (iv) Positive communication is encouraged.
 - (v) Refuse to participate in workplace harassment and challenge it when you experience or witness it.
- (d) Disrespectful Behaviour, is unacceptable on or off the league boundaries or functions - Characteristics that define a disrespectful behaviour include:

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- (i) Physical, visual, or verbal conduct, whether intended or unintended, that is
- (ii) Inappropriate, degrading, demeaning, or otherwise offensive resulting in an
- (iii) Uncomfortable, hostile, and/or intimidating environment;
- (iv) Discrimination and/or harassment based on one or more of the prohibited grounds in the Alberta Human Rights Act: age, gender identity, gender expression, race, colour, ancestry, place of origin, religious beliefs, marital status, physical or mental disability, family status, sexual orientation, source of income, etc.;
- (v) Unwelcome conduct that is sexual in nature which may detrimentally affect the work environment or lead to adverse job-related consequences for the victim of the harassment; or
- (vi) Any inappropriate conduct or comment by a person that the person knew or reasonably ought to have known would cause humiliation or intimidation.

Finances

Section 7.01 Budget

- (a) The budget shall serve as a projection of the upcoming year's finances and shall contain both expected revenue and expected expenses for the year.
- (b) The budget shall follow the League's fiscal year of September 1st to August 31st of the following year.
- (c) The budget shall contain income and expense lines for each voting Officer and Director of the Board. Each position is responsible for allotting and requesting an amount
 - (i) All regular League expenses shall be approved in the budget.
 - (ii) Extraordinary expenses must be approved by the Board prior to purchase.
- (d) Director budgets having been approved by the Board shall not be exceeded by more than ten (10) percent or \$500 without prior approval of the Board.
- (e) Budget Process
 - (i) Each Director or Officer who manages a line in the budget shall submit a proposed budget for their line to the Treasurer by no later than June 1th for the upcoming year.
 - (ii) The Treasurer shall submit a board approved budget to the Board no later than the first September Board meeting.
- (f) Budget Principles:
 - (i) The League shall not budget for a deficit.
 - (ii) All expenses shall reasonably be considered to fall under the scope of the League's responsibility to the community. Activities or operations deemed to be beyond scope shall be eliminated.
 - (iii) Unless otherwise noted, fixed costs increase at a rate relative to inflation for the province of Alberta.
 - (iv) The League shall implement all necessary financial restraints as required by the Societies Act of Alberta and its own bylaws.

Section 7.02 Financial Reports

- (a) Each month, the Treasurer shall provide the following reports to the Board for approval;
 - Profit and Loss
 - Balance Sheet

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- Budget Performance
- Accounts Receivable
- Accounts Payable
- Debit Card Tracking Sheet

Section 7.03 Signing Authority

- (a) The signing authorities of the League shall be the following positions:
- (i) President
 - (ii) Vice President
 - (iii) Secretary
 - (iv) Treasurer
- (b) One other member of the Board may be authorized as signing authority in the absence of any of the above positions.
- (c) All bills, notes, cheques, debentures, and other papers and documents which pertain to the finances of the League's accounts shall be signed by any two of the League's signing authorities.
- (d) No signing authority may sign anything that would place them in a conflict of interest.

Section 7.04 Financial Review

- (a) As outlined in bylaw, the books, accounts, and records of the League shall be subject to a thorough financial review each year by two members in good standing who are not responsible for league finances.
- (b) At each year's Annual General Meeting, the following shall be submitted in regards to financial records:
- (i) The current fiscal year's budget by the Treasurer,
 - (ii) The previous fiscal year's financial outline by the Treasurer, and
 - (iii) The previous fiscal year's financial review by the two members of the Board.
- (c) At the end of each fiscal year, the Treasurer shall ensure all financial records are accounted for and given to the two members of the Board to complete a financial review.
- (i) This review shall take place on League property.
 - (ii) The two members of the Board tasked with the financial review shall be eligible for Baturyn's Volunteer Incentive Program.
 - (iii) The financial review shall include all current and future Baturyn Community League program finances.

Section 7.05 Billing

- (a) All regular BCL expenses and monies payable shall require an invoice and paid with Baturyn accounts, whenever possible.
- (b) All money owed to the League shall be payable within 60 days from the receipt of an invoice.
- (i) Penalties for late payment or non-payment shall be determined by the Board.
- (c) All money the League owes to other individuals or organizations shall be paid as soon as possible.
- (d) A \$50 insufficient funds fee shall be assessed to individuals who provide an NSF cheque to the League, in addition to the amount they previously owed the League.
- (e) A \$50 reissue fee shall be assessed to individuals who request a cheque be reissued to them from the League, provided the cheque needing to be reissued is not because of an error on behalf of the League.

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Section 7.06 Float

- (a) A float may be available in the amount of up to \$500 as per approval of signing authorities.
- (b) Each program and/or Director position may have its own individual float as required.
- (c) The Treasurer shall manage and report petty cash performance on a monthly basis
- (d) All receipts with payee and reason for petty cash disbursements will be filed with the Treasurer on a monthly basis

Section 7.07 Petty Cash

- (a) Petty cash will not be provided to directorates
- (b) Small non-invoiceable purchases will be paid for by using the league VISA debit card and following the defined expenditure tracking policy
- (c) Receipts from purchases must be submitted to Treasurer within three (3) days of purchase

Section 7.08 Reimbursement

- (a) Approved out-of-pocket expenses incurred by any member of the Board shall be reimbursed by the Treasurer upon receiving the proper Expense Form and receipts, and when possible an invoice.
- (b) All regular expenses incurred within a Director's budget shall be considered approved spending and do not require a motion, board approval or notification, *unless*:
 - (i) Any expenses not budgeted for shall be individually approved by the Board as needed.
 - (ii) Any expenses over \$250, within a Director's budget, shall be included in the monthly meeting reports.
 - (iii) Any expenses over \$1000, within the Director's budget, shall be shared with the Treasurer as soon as reasonably possible.
- (c) Expenses made without Board approval may not be eligible for reimbursement.
- (d) Expenses without a receipt may not be reimbursed.

Section 7.09 Inventory

- (a) Regular inventory of assets owned by the League shall be done annually to begin the new fiscal year.
- (b) Inventory may include, but not limited to, cleaning supplies, concession stock or kitchen items.
- (c) This inventory shall be completed by a volunteer group of members or board members, as needed.
- (d) Playschool supplies and equipment shall be inventoried by the Playschool Director, teacher and co-teacher prior to the start of each school year.

Section 7.10 VISA Debit Card

- (a) Request for use of the league debit card shall be supported by duly completed request form indicating reasons for use, amount anticipated to be charged to credit card, and if it is a recurring fee. This form is available in the Treasurer public folder and shall be submitted to the Treasurer.
- (b) Requestor of debit card shall be responsible to protect the numbers, expiry date, CCV, or PIN from compromise.
- (c) Associated purchase documentation shall be provided to the Treasurer within three days of expenditure.
- (d) Physical debit card shall be returned to the Treasurer with three days of expenditure.

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(e) Payment of monthly statement will be cheque or automated bank payment. Approval of payments will follow the existing dual signature disbursement process.

(f) Unapproved use of a debit card may result in expenses being required to be repaid to the league and/or dismissal from the Board.

Section 7.11 Receipts

- (a) CRA defines Baturyn Community League as a not for profit organization and shall not issue tax receipts for programs and donations.

Gaming

Section 8.01 Bingos

- (a) The League shall participate in filling shifts for bingos to supplement costs of running sports programs and other activities for the League approved by the Alberta Gaming & Liquor Commission.
- (b) The League shall maintain in good standing membership to the Northwest Edmonton Bingo Association as long as the League receives value for the volunteer commitments
- (c) Bingo Chair/Volunteer Director can offer bingos under extenuating circumstances (to be defined), as long as the Treasurer can track the donations to the correct account
- (d) Any group/program/committee can request the bingo donation program, with preference to BCL groups, with fair time to arrange volunteers and fair Bingo Chair, Volunteer Director and board notice
- (e) The donations must be used for something community minded eg. team support, unexpected social event, unbudgeted project, emergency funds
- (f) Cashed volunteer cheques do not go into revenue, instead apply them to Social budget to make a positive impact.

Section 8.02 Casinos

- (a) The League shall participate in filling shifts for casinos to supplement costs of running sports programs and other activities for the League approved by the Alberta Gaming & Liquor Commission.

Section 8.03 Moral Objectors

- (a) The Volunteer Director will make every reasonable effort to find non-gaming volunteer positions for any volunteer expressing a moral objection. Refer to 9.01.(d)

Volunteer Commitments

Section 9.01 Regular Volunteer Expectations

- (a) Volunteers for all gaming and non-gaming commitments shall be at least 16 years old by the date of their commitment.
- (b) In lieu of mailing, commitment cheques will be shredded or available for pick up at the next Sports Registration by the Volunteer Director.
- (c) Volunteers shall arrive by the start time of their scheduled commitment.
- (i) If a volunteer has not arrived more than 20 minutes after the start of their scheduled commitment, they will be deemed absent unless prior arrangements have been made
- (ii) They will have to fulfill an additional commitment or forfeit their deposit, which will be at the

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discretion of the Volunteer Director and the Board.

(d) Alternative commitments may be made available for volunteers unable to do standard commitments. These are not guaranteed and are at the discretion of the Board

Section 9.02 Volunteer Expectations and Registration Dates

- (a) Baturyn Community league will regularly hold 3 sports registrations for indoor and outdoor sports
 - (i) Soccer director shall set registration dates as required.
 - (ii) Each volunteer commitment will require one cheque, which will be destroyed or available for pick up at the next registration date
 - (iii) The first registration will require full registration costs and one volunteer commitment per child enrolled
 - (iv) The late registration will require full registration costs and two volunteer commitments per child enrolled
 - (iv) The final registration will require full registration costs, two volunteer commitments per child and may be subject to additional late fees, usually \$25.00.
- (b) Baturyn Community League will regularly hold one playschool registration event.
 - (i) Pre registrations and open registrations will require complete registration forms and deposits/fees (registration fee, fundraising deposit and cleaning fee).
 - (ii) Pre registration shall be offered to playschool alumni and alumni siblings prior to opening to the general public. An open public registration event shall be held after pre registration has ended. All registration dates shall be set by playschool director and subcommittee.
 - (iii) Registrations will not be taken past December 31st of the current school year.

Section 9.03 Members of the board shall be exempt from regular volunteer commitments as follows:

- (a) A family exemption, of only their own family, shall apply to the following positions:
 - (i) Officers
 - (ii) Directors
 - (iii) Head Coaches (per team)
- (b) Board Chairs have one commitment exemption per sports season, up to a maximum of 2 per person
 - (i) Variety Show chairs shall have a one-child exemption per year due to time commitments of this position
- (c) One commitment exemption shall apply to the following positions:
 - (i) Assistant Coaches

Communications & Marketing

Section 10.01 Statements Made to the Media

- (a) The President is the primary spokesperson for all League matters to the public. They may delegate this responsibility to other members of the Board at their discretion.
- (b) Members who speak to the media on a position of the League without consent of the Board may face consequences up to and including having their membership rescinded.

Section 10.02 Media Releases

January 8th, 2022

Baturyn Community League Operating Policy

Operating Policy

Of Baturyn Community League

- (a) All media releases shall receive approval from the Executive prior to distribution.
- (b) The Communications Director shall be responsible for distributing media releases.

Section 10.03 Marketing Materials

- (a) All official materials produced for the League for public distribution should include the League's logo.
- (b) All materials shall be reviewed by the Board prior to distribution.

Program Fees

Section 11.01 Regular Fees

- (a) Any members who owe money to the League for any reason including previous sports or program registrations may have registration for future programs withheld until all debts are settled.
- (b) The Soccer and Playschool Directors shall keep a list of members who have not paid registration fees or who have previously provided NSF cheques to the League.
- (c) All non-residents registered in Baturyn Community League **programs** shall have a valid EFCL-supported membership or purchase a Baturyn membership.

Section 11.02 Delinquent Accounts

- (a) In the event of delinquent accounts:
 - (i) The presiding Director shall respond to the member for follow up first
 - (ii) The Playschool Director shall be responsible for all delinquent accounts related to playschool registrations and shall issue penalties based on the rules outlined in the playschool handbook.
 - (iii) If the Director is unable to collect payment, it may be given to the Treasurer to request final payment
 - (iv) If not paid within 12 months, or at the discretion of the board, it may be sent to collections

Board Communication

Section 12.01 Electronic Communication

- (a) The Communication Director shall be responsible for Board changeover each year in regards to a contact list and other onboarding materials to be sent to new Board members.
- (b) The Communications Director shall keep a list of all League email accounts and provide login information to new Board members.
- (c) Wherever possible, electronic communications to or from Board members or League volunteers shall take place using official accounts issued by the League.
- (d) The League shall be the sole owner of all data stored in electronic communications accounts (including email accounts), and the Board may retain, view, share, destroy, or perform any other action to any of this data.
- (e) Email and other electronic communications accounts shall be shared with an individual's position successor.