

Kalamalka Fly Fishers Society Standing Procedures 2020

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Part 1 – Definitions and Interpretation

1.1 Definitions

The definitions in the Societies Act of British Columbia and its regulations, Kalamalka Fly Fishers Society Constitution and the Kalamalka Fly Fishers Bylaws apply to these Standing Procedures.

(1) In these Standing Procedures:

“**Special director**” means a Member appointed by the Board to act independently or as a committee chair to supervise and/or co-ordinate society activities or projects.

1.2 Interpretation

(1) **Conflict with Act or regulations** – If there is a conflict between these Standing Procedures and the Act or the regulations under the Act, the KFF Constitution or the KFF Bylaws the Act or the regulations, KFF Constitution, KFF Bylaws as the case may prevail.

(2) **Alteration of Standing Procedures** – Unless otherwise stated, these Standing Procedures may only be altered by special resolution or by an ordinary resolution adopted at the Annual General Meeting.

Part 2 – Membership

This procedure may be amended at any time by a special resolution, usually based on a recommendation of the Board

2.1 Application for membership

(1) Except for Honorary membership, which is by appointment, application for membership shall be by written application to the Membership Director.

(2) The Board should review each application for membership.

(3) The Board may, if it has good cause deny the membership application. The Board shall make known to the applicant the reason(s) for denying the membership application.

2.2 Classes of members – There are four classes of membership, as follows;

(1) Honorary

(a) Honorary membership is bestowed on an individual by the Society for that individual's noteworthy achievement(s) in:

(i) promoting the sport of fly fishing and/or;

(ii) providing education and/or self-help opportunities for those wishing to learn any or all aspects of fly fishing; and/or;

(iii) the conservation, protection, and/or restoration of fish habitat.

(2) Ordinary

The Society shall pay the Ordinary member's BCFFF and BCWF membership fees and subscriptions as may be required.

(3) Junior

(a) Junior member(s) may be invited by the Board to speak on behalf of Junior members.

The Society shall pay the Junior member's BCFFF and BCWF membership fees and subscriptions as may be required, the same as an Ordinary member.

(c) Junior member shall be accompanied by the Junior member's parent, legal guardian or trustee at all Society meetings, activities and functions.

(4) **Lifetime Ordinary**

(a) To qualify for Lifetime membership, the individual shall:

(i) have been an Ordinary member for a minimum of the last ten consecutive years; and/or

(ii) have held the position of President and or Vice-President at least once; and/or

(iii) have contributed outstanding service or support to the Society.

(b) The Society shall pay the Lifetime member's BCFFF and BCWF membership fees and subscriptions as may be required, the same as an Ordinary member.

2.3 **Rights of Ordinary members**– Ordinary members have the right to:

(1) be appointed as a Special Director of the Society.

2.4 **Duties of members** – A member shall:

(1) make every effort to assist in the activities of the Society.

2.5 **Discipline and expulsion of Member**

(1) No return of membership fees or subscriptions shall be made if the special resolution is accepted to expel a Member.

2.6 **Re-instatement**

(1) A person expelled for cause, wishing to apply for Membership shall do so directly to the Board, after a period of not less than 12 months.

Part 3 – Board of Directors

This procedure may be amended at any time by a special resolution, usually based on a recommendation of the Board

3.1 Board Composition

- (1) Any Member serving in either the Board position of President or Vice President may hold this office for 2 consecutives, one-year terms.
 - (a) After 2 consecutive one year terms, either the President or Vice President may have their names on the ballot for any other position on the Board, as long as it is not for their former position, during the past 2 consecutive one year terms.
 - (b) After a one year absence from their 2 consecutive one year term position, the Member may submit their name for any Board position, including President or Vice President. To which the Member may be voted in for another one year Term, to a maximum of 2 consecutive one year Terms.
- (2) **Notwithstanding subsection (1)**, there are no limits as to the number of times a Member may hold any position on the Board but they must be duly elected each year at the Annual General Meeting.
- (3) Length of service for each member of the Board shall be one year beginning at the end of the Annual General Meeting at which they were elected until the end of following Annual General Meeting.
- (4) If at any time the number of Board members becomes less than what the Board believes can manage the affairs of the Society:
 - (a) the Board may, by unanimous consent, call for an extraordinary general meeting to elect additional Board member(s);
 - (b) the election of additional Board member(s) shall not affect the length of service of the remaining Board member(s); and
 - (c) the length of service of the additional Board member(s) shall extend only until the end of the next Annual General Meeting

3.2 Remuneration and reimbursement of Directors

- (1) A Director may apply for reimbursement for reasonable expenses necessarily incurred by the director in performing their duties as a director.
- (2) A Director may apply for reimbursement for travel expenses as set out in these procedures.

3.3 When director ceases to hold office

- (1) The Society must, promptly after a change in its directors or in the address of any of its directors, file with the registrar a notice of change of directors.

3.4 Resignation of Directors

- (1) The Position of Director shall be held vacant unless the resignation of a Director reduces the Board to less than 3. If the resignation of the Director does not reduce the Board to less than 3,

then no election of a replacement Director shall be made for the balance of the term of the resigned director.

(2) The Society must, promptly after a change in its directors or in the address of any of its directors, file with the registrar a notice of change of directors.

3.5 Removal of Directors

(1) Matters which may form the basis for removal include, but are not limited to:

(a) conviction under the Fisheries or Wildlife Acts; and/or

(b) conduct which in itself would tend to bring discredit to the Society and its reputation.

(2) The Position of Director shall be held vacant unless the removal of a Director reduces the Board to less than 3. If the removal of the Director does not reduce the Board to less than 3, then no election of a replacement Director shall be made for the balance of the term of the removed director.

(3) The Society must, promptly after a change in its directors or in the address of any of its directors, file with the registrar a notice of change of directors.

3.6 Duties of the Board of Directors

(1) Not assigned

3.7 Officers – Board of Directors

(1) Officer positions on the Board are usually filled by direct election to that position at the Annual General Election (i.e. A Member is elected to be president).

(2) Any officer position not filled by election at the Annual General Meeting or vacancies occurring in any officer's position shall be filled from among the current Directors.

(3) Board members, other than the president, may hold more than one officer position.

(a) When a Board member holds more than one (1) officer position they shall only have one (1) vote.

3.8 Duties – Officers – Board of Directors

(1) President

(a) Should represent the Society at all public functions.

(b) Shall be a signing authority for expenditures.

(2) Vice President

- (a) Responsible for all Constitution, Bylaw and Procedural matters including periodic reviews.
- (b) Responsible for all project activities to ensure all preparations are on target.
- (c) Responsible for all social and educational activities to ensure all preparations are on target.
- (d) Shall be a signing authority for expenditures.

(3) Treasurer

- (a) Shall maintain an inventory list of the assets of the Society.
- (b) Shall be a member of any committee authorized to generate and expend funds, to assist and advise on annual budget plans;
- (c) Shall prepare an annual budget to be presented at the Annual General Meeting.
- (d) May maintain a petty cash fund and records for an amount set by the Board from time to time.
- (e) Is authorized to remove records from the Society premises in the execution of their duties.
- (f) Shall be a signing authority for expenditures.

(4) Secretary

- (a) Shall maintain a statement of directors and registered office that sets out
 - (i) the full names and addresses of the directors of the Society, and
 - (ii) the delivery address and mailing address of the registered office of the Society.
- (b) For the purposes of subsection (1) (a), the address of a director may be either of the following:
 - (i) the director's residential address;
 - (ii) another address at which the director can usually be served with records between the hours of 9 a.m. and 4 p.m., local time, from Monday to Friday, inclusive.
- (c) Shall be a signing authority for expenditures.

(5) Membership Director

- (1) Ensure the collection and use of all Personal Information is in accordance with the BC Personal Information Protection Act (PIPA) and the Kalamalka Fly Fishers Society Privacy Statement.

(2) At least once a year, contact each Lifetime Ordinary Member ensuring their personal information is current.

3.9 Proceedings of Directors

(1) The Board should meet at least monthly to discuss the upcoming monthly business meeting, except for the months of July and August, if there are no business meeting scheduled.

(2) Any Director may call for a Board meeting at any time to conduct Society business. A minimum of 14-day written notice shall be given of any Board meeting unless agreed to in writing by all Board members. Written notice and "in writing" may be by e-mail.

(3) Where the President is absent from any meeting of the Board, or vacates the chair during the meeting, the Vice President shall act as Chair for that portion of the meeting.

(4) In the absence of both President and Vice President, the Directors present shall from among themselves, appoint a Chair for that meeting.

(5) The President acts as the Board Meeting Chair and does not usually vote. In the case of a tie vote, the President may vote to break the tie. If the President had already voted on the resolution, the President does not have a second casting vote and a motion so tied is defeated.

(6) Directors may pass a directors' resolution without a meeting if all of the Directors consent to the resolution in writing. Consent to a directors' resolution in writing may be by email.

3.10 Special Directors

(1) The Board may in its discretion appoint a Member to act as a Special Director to conduct, supervise, co-ordinate or chair Society business, activities, projects or committees.

(2) The appointment and terms of reference shall be in writing and may be withdrawn at pleasure.

(3) The appointment(s) do not constitute membership in the Board of Directors but are made to achieve continuity in long term activities, projects or committees.

Part 4 – Meetings / Resolutions

This procedure may be amended at any time by a special resolution, usually based on a recommendation of the Board.

4.1 Annual General Meeting

(1) Other Society business, besides the election of the Board, as required may be conducted at the Annual General Meeting.

(2) At the discretion of the Board, the March general meeting may:

(a) be held prior to the annual general meeting; or

(b) combined with the annual general meeting; or

(c) differed to after the annual general meeting for the incoming Board.

(3) The President shall chair the Annual General Meeting except for the election of Board members. The election of Board members shall be conducted by the Chair of the Nominating Committee.

4.2 General Meetings

(1) All general meetings shall be held in the greater Vernon, BC area.

(2) A general meeting shall be held on the first Monday of each month except for the months of July and August.

(3) Where the first Monday of a month falls on a provincial or federal mandated holiday, the general meeting for that month shall be moved to the next available Monday.

(4) Written notice of the date, time and location of a general meeting shall be sent to every member of the society at least 7 days before the meeting, but not more than 60 days before the meeting.

(5) A change in the date for a general meeting may be made by a standard resolution passed at any general meeting but shall not be cancelled.

(6) Where the date of a general meeting is changed in subsection (5) above, a minimum of fourteen (14) days written notice of the change shall be sent to all Members.

(7) General meetings are not usually held during the months of July and August but may be called by the Board if it feels there is urgent business requiring membership attention and action. See Extraordinary General Meeting 4.3

4.3 Extraordinary General Meeting

(1) The Board may, whenever the Board considers it necessary, convene an extraordinary general meeting.

(a) A minimum of 14 days notice in writing shall be given to the membership stating the date, time, location and reason(s) for convening an extraordinary general meeting.

(b) A quorum for an extraordinary general meeting shall be the same as for a general meeting and annual general meeting.

(2) If the extraordinary general meeting is called to elect a new Board

(a) a Nominating Committee shall be struck and

(b) the chair of the Nomination Committee shall chair the extraordinary general meeting.

4.4 Ordinary resolution /motion

(1) The terms "ordinary resolution" and "motion" may be used interchangeable.

(2) An ordinary resolution dealing with money shall have a valid period as part of the resolution (e.g. a resolution to adopt the budget for the next Christmas Party) (i.e. a resolution to adopt a budget for all future Christmas Parties would not be valid).

(3) Notwithstanding subsection (2) an ordinary resolution shall be valid for:

(a) a maximum of one calendar year; or

(b) until the next annual general meeting if the motion was associated with the Board of Directors. (e.g. a motion to allow the Board to spend additional funds); or

(c) until the end of the event the ordinary resolution was called for (e.g. a motion to have a BBQ, the motion would no longer be valid after the BBQ)

(4) Changes to a standing ordinary resolution shall be by special resolution.

4.5 Special resolution

(1) A special resolution dealing with money shall have a valid period as part of the resolution (i.e. a resolution to change the already adopted operating budget shall include the time the resolution is valid for).

(2) Notwithstanding subsection (1) a special resolution shall be valid for:

(a) a maximum of one calendar year.

(b) until the next annual general meeting if the motion was associated with the Board of Directors. (e.g. a special motion to allow the Board extraordinary powers).

(3) Repetitive special resolutions should be adopted into the Bylaws or standing procedures.

(4) Notice of special resolutions.

(a) Where a special resolution is to be submitted at a meeting, at least 14 days written notice of the meeting and the text of the special resolution shall be given to all voting Members.

(b) Written notice means notification by post, courier or email. It does not include electronic posting of notification (i.e. posting a notice on a bulletin board, an electronic bulletin board, web site or Facebook is not acceptable notification).

Part 5 – Society Records

This procedure may be amended at any time by a special resolution, usually based on a recommendation of the Board.

5.1 Records to be kept

(1) See Bill 24 BC Societies Act – Division 2 for the complete list of records that must be kept.

5.2 Old records need not be kept

5.3 Location of records

(1) The Treasurer is authorized to removed Society papers and records from the Society's registered office.

(a) Only those papers and records required in the execution of the duties of the Treasure may be removed.

(b) Written notice of the location of all papers and records from subsection (a) shall be kept at the Society's registered office for inspection.

(2) The Secretary is authorized to remove Society papers and records from the Society in the execution of their duties.

5.4 Maintenance of records

5.5 Inspection of records

5.6 Inspection of register of members may be restricted

(1) Members of the Society have the right to inspect the society's register of members.

(2) A person who is not a Member shall not be allowed to inspect the society's register of members. This includes Honorary Members unless they are also regular members.

(3) The society's register of members shall be protected in such a way as to maintain the privacy of the of the Members information (i.e. not posted in hard copy or electronic form in a place where other than Members may have access).

(4) It is each Member's responsibility to ensure they are accurately recorded on the society's register of members.

(5) A Member who has inspected the register of members shall not use the information obtained except as set out in the Society Bylaws.

(6) The Board and those Members appointed by the Board may use the register of members to inform Members of events and activities facilitated by the Society.

5.7 Inspection of register of directors

5.8 Copies of records

Part 6 – Finance

This procedure may be amended at any time by a special resolution, usually based on a recommendation of the Board.

6.1 Restrictions on distributions

- (1) The Society shall not distribute any of its money or other property other than for the furtherance of the purposes of the Society.
- (2) The Society shall not place any assets into investments without a special resolution.
- (3) As a member funded society, a core belief is that participation in Society activities is voluntary and Members should not be compensated in doing so.
 - (a) The Board has no authority on its own to authorize compensation to a Member for participation in a Society activity but may recommend an ordinary resolution to the membership that a Member be compensated for participating in a Society activity.
 - (b) Where the Board makes a recommendation to the Membership referred to in subsection 2(a) they shall:
 - (i) present the recommendation to the Membership at a regular business meeting;
 - (ii) inform the Membership in writing of the intent to present the ordinary resolution a minimum of 14 days prior to the regular business meeting; and
 - (iii) the recommendation shall be included on the agenda for the meeting.

6.2 Fiscal Year

- (1) The fiscal year for the Society shall be for one year beginning the first day of January and ending the 31st day of December following.

6.3 Financial statements

- (1) The Board shall call for the following financial statements to be presented at the Annual General Meeting:
 - (a) A statement of income and expenditures drawn up to present fairly the results of the operations of the Society for the period and to distinguish individually at least:
 - (i) gross revenue from different sources, where material;
 - (ii) income or loss from any investments;
 - (iii) any provision for depreciation of materiel assets;
 - (iv) amounts transferred to or from a reserve fund;
 - (v) net income or expenditures before extraordinary items from paragraph (vi);
and
 - (vi) extraordinary items of income or loss of a non-recurring nature including disposal of materiel assets.
 - (b) A balance sheet drawn up as of 31 December each year, to present fairly the financial position of the Society at that date and to distinguish individually at least:
 - (i) cash and deposits;

- (ii) inventory, stating basis of evaluation;
- (iii) materiel assets, stating basis of evaluation;
- (iv) debts owed by the Society; and
- (v) reserve funds showing amounts added or withdrawn during the period.

6.4 Issuance of financial statements

(1) Prior to issue or circulation of the statements in subsection 6.3 (1)(a) and 6.3 (1)(b), they shall be approved by the Board and signed by two of the Directors. If the statements have not been audited, notations "subject to audit" will be included above the signatures. Interim financial statements may be presented to an Annual General Meeting without Board review, but are accepted subject to audit.

6.5 Copies of financial statements

(1) Copies of the Societies financial statements shall be made available only to Society Members.

6.6 Bank Accounts

(1) The Society's Operations Account and Projects Account monies may be held in the same bank accounts.

6.7 Operations Account

(1) The financial accounting of the Operations Account and Projects Account shall be maintained separately.

(2) Monies shall not be moved between the Operations Account and Projects Account except by special resolution.

(3) Society's Operations Account shall be used to account for:

- (a) Membership fees income and expenses;
- (b) BCFFF fees;
- (c) BCWF fees
- (d) Goods and welfare expenses;
- (e) KFF Book income and expenses;
- (f) Coffee Fund income and expenses;
- (g) Kit Shop income and expenses;
- (h) Capital expenditures;
- (i) Replacement of fly tying material when used for member's fly tying.
- (j) Social activities income and expenses:

- (i) Christmas party;
 - (ii) Annual BBQ
 - (iii) Murdoc Point Fish-out.
- (k) Day-to-day operating expenses.

6.8 Project Account

- (1) The financial accounting of the Operations Account and Projects Account shall be maintained separately.
- (2) Monies shall not be moved between the Operations Account and Projects Account except by special resolution.
- (3) Society's Projects Account shall be used to account for:
- (a) Polson Park Pond Kids Fishing Weekend income and expenses;
 - (b) Conservation projects (e.g. Coldstream Creek conservation project) income and expenses;
 - (c) Education courses and activities income and expenses;
 - (i) Introduction to Fly Tying course;
 - (ii) Introduction to Fly Fishing course;
 - (iii) Spey Casting clinic;
 - (iv) Rod building workshop;
 - (v) Guest presenter honorarium and or expenses;
 - (d) Raffle Ticket income and expenses;
 - (e) Kingfisher Interpretive Centre donations;
 - (f) Okanagan College Bursary;

6.9 Board Expenditure Authorization

- (1) The Board may by a Directors' Resolution spend up to a maximum of two hundred dollars (\$200.00) in any one calendar month.
- (2) In addition to the amount set out in subsection (1) the following is authorized as Board Expenditures:
- (a) The Treasurer may order and authorize expenditures for items directly related to the conduct of business of the Treasure. (e.g. payment of bank fees).

(i) The Treasurer shall have a monthly expenditure limit of fifty dollars (\$50.00).

(ii) Two or more monthly expenditure shall not be combined.

(iii) The Treasurer shall report any and all expenditures at the next Board Meeting after the expenditure occurs.

(iv) If required, additional funds shall be requested through the Board.

(b) The Membership Director may order and authorize expenditures for items directly related to the conduct of business of the Membership Director. (e.g. membership name tags).

(i) The Membership Director shall have a monthly expenditure limit of fifty dollars (\$50.00).

(ii) Two or more monthly expenditure shall not be combined.

(iii) The Membership Director shall report any and all expenditures at the next Board Meeting after the expenditure occurs.

(iv) If required, additional funds shall be requested through the Board.

(c) The Special Director of Goods and Welfare may order and authorize expenditures for items directly related to the conduct of business of the Special Director of Goods and Welfare (e.g. cards and flowers).

(i) The Special Director of Goods and Welfare shall have a monthly expenditure limit of thirty dollars (\$30.00). Two or more monthly expenditure shall not be combined.

(ii) The Special Director of Goods and Welfare shall report any and all expenditures to the Board before the next Board Meeting after the expenditure occurs.

(iii) If required, additional funds shall be requested through the Board.

(3) The Board's expenditure authorization as set out in subsection (1) shall not be combined with those as set out in subsection (2).

(4) The expenditure(s) as set out in subsection (1) may be for one or more items but the total for the calendar month shall not exceed the limit set in subsection (1).

(5) The Board shall not combine two or more months' expenditures (i.e. The Board cannot purchase an item valued at more than allotted in subsection (1) by spreading the purchase over two or more months).

(6) The Board shall report any and all expenditures at the next general meeting after the expenditure occurs.

(7) The Board shall not exercise any powers in respect to borrowing funds or issuing debentures without the expressed authority of a special resolution.

(8) The Board shall not exercise any powers in respect to the investment of the Society funds without the expressed authority of a special resolution.

6.10 Membership Fees

(1) Membership fees are due January 1st of each year.

Replace

(2) Ordinary Membership fees for an individual member is eighty dollars (\$80.00) per year.

(3) Ordinary Lifetime Members pay no membership fees.

(4) Junior Members pay no membership fees.

(5) Honorary Members pay no membership fees.

(6) New Members membership fees shall be prorated as of June 1st, for the remainder of the membership year.

(7) New membership fees shall be prorated according to the following:

(a) January 1st until May 30th no reduction of membership fees;

(b) June 1st until August 31st membership fees shall be reduced by 33%

(c) September 1st until October 31st membership fees shall be reduced by 50%

(d) November 1st until December 31st membership fees collected shall go to membership for the following year and the membership fees for the remainder of the current year shall be waived.

(e) Membership fees for returning members are not prorated.

6.11 Family Plan Membership Fees

(1) Family Plan is defined as two Ordinary Members residing at the same location.

(2) Family Plan membership fees shall be 1.5 times the annual fees and subscriptions of Ordinary Membership, as may be established from time to time.

6.12 Reimbursement of Travel Expenses

(1) Travel expenses may be reimbursed at the request of a Member who was requested to act on behalf of the Society and incurred an expense.

(2) See Annex A for details on claiming of travel expenses.

(3) Annex C shall be used for the calculation reimbursement of travel expenses.

6.13 Reimbursement of Trailer Hauling Expenses

(1) Trailer hauling expenses may be reimbursed at the request of a Member who was requested to move the Society Trailer on behalf of the Society and incurred an expense.

(2) Appendix B shall be used for the calculation and reimbursement of trailer hauling expenses.

(3) Annex C shall be used for the calculation reimbursement of travel expenses.

Part 7 – Intellectual Property

This procedure may be amended at any time by a special resolution, usually based on a recommendation of the Board.

7.1 Society Logo

(1) The Society Logo shall be as set out in Annex D

Part 8 – Special Directors

This procedure may be amended at any time by a directors' resolution.

8.1 BBQ

8.2 Christmas Party

8.3 Club Maintenance

8.4 Coldstream Creek

8.5 Fly Swap

8.6 Library

8.7 Polson Pond

(1) The Special Director for the Polson Pond Kids Fishing Weekend

8.8 Rod Raffle

(1) Prerequisite – The Special Director for the rod raffle shall be a KFF regular or life member.

(2) The terms of service shall be for one year.

(3) The Special Director for the rod raffle may form a committee to help conduct the rod raffle. In doing so the Special Director shall be the Chair of the committee.

(4) The Special Director shall report directly to the Board.

(5) Duties:

(a) Ensure rod raffle is conducted in accordance with all B.C. Gaming Authority rules and regulations;

(b) Submit a rod raffle budget for consideration. The budget should include

(i) cost of prizes;

- (ii) cost of ticket printing;
 - (iii) cost of BC Gaming License;
 - (iv) Village Green Centre – table cleaning;
 - (v) estimate for supplies such as pens, zip ties, etc
 - (vi) cost of shipping prizes to winners.
- (c) Printing and pickup of raffle tickets;
 - (d) Co-ordinate the distribution of raffle tickets and collection of money from the sale of raffle tickets;
 - (e) Ensure all money collected from sale of raffle tickets is turned over to the treasure.
 - (f) Co-ordinate the sales of raffle tickets at Village Green Centre, Canadian Tire, B.C. Interior Sportsman Show and other locations as may be available.
 - (g) Co-ordinate the drawing of tickets for prizes.
 - (h) Ensure the distribution of prizes to the winners.

Part 9 – Awards

This procedure may be amended at any time by a special resolution, usually based on a recommendation of the Board.

9.1 Awards General

- (1) The Board at its discretion may appoint two or more directors to form an Awards Committee.
- (2) The Awards Committee shall co-ordinate the selection process of the award(s).
- (3) The Awards Committee shall co-ordinate the presentation(s) of the award(s), arranging for engraving, printing, framing etc.
- (4) Nominations for most awards will come from the Members to the Awards Committee for the Board's consideration.
- (5) The final selection for the award recipient shall be by a Director's Resolution.
- (6) All directors are entitled to vote even if a nominee.

9.2 Annual Awards

- (1) The annual award, as follows;
 - (a) Bob Monk Award – Fly tying and fly fishing was Bob's passion and is presented to an individual(s) for their work promoting and developing:
 - (i) the art of fly tying and or

(ii) fly fishing.

(b) Glen Ferguson Award – Glen was instrumental in developing the Kalamalka Fly Fishers Society and is presented to an individual(s) for their work involved in:

(i) maintaining;

(ii) developing; and or

(iii) upgrading the Society.

(c) Morris Dean and Len Wengerchuk Award – This award is presented to an individual(s) for their contributions:

(i) in the areas of environmental awareness;

(ii) education; and or

(iii) fish habitat.

(2) The Board may call for nominations for the annual awards at any time.

(3) Nominations for the annual awards should close at the end of the October General Meeting in order to give the Board or the Awards Committee time to consider the nominations.

(4) In order to maintain the dignity and spirit of the annual awards, the Board may decide that there are no worthy candidate(s) of an award and not present an award in that year.

(5) Annual Awards are usually presented at the Christmas Party

Annex A. – Ordinary Regular / Lifetime Membership Application

Annex B. – Junior Membership Application

Annex C. – Reimbursement of Travel Expenses

This Annex may be amended at any time by a special resolution, usually based on a recommendation of the Board.

(1) The intent of this procedure is to help offset the actual travel cost incurred by Members while conducting Society business or promoting Society interests at special events. It is not intended to fully compensate Member's travel expenses, nor is it intended for regular recurring events where several Members are attending (e.g. Kingfisher Learn to Fish, BC Interior Sportsman Show, Polson Park Pond Kids Fishing Weekend).

(2) The Society may reimburse members for travel expenses if:

(a) the Society requested the Member to attend the event or conduct business on its behalf;

(b) the Member actually incurred an expense; and

(c) the Member did not receive remuneration from any other source

(3) The rate of reimbursement shall be \$0.15 per kilometer traveled.

(4) Distance traveled shall be calculated by:

(a) start point: shall be the residence of the Member claiming the reimbursement

(b) distance shall include return trip unless the Member was to conduct other business not on behalf of the Society; and

(c) return point: shall be the residence of the Member claiming the reimbursement.

(d) a map program such as Google Maps should be used to calculate the distance and a copy of the calculation attached to the request for reimbursement.

(e) Travel expense reimbursement shall be authorized by at least two Board Members with signing authority and where the Board Member is not claiming a travel expense reimbursement. (i.e. a Board Member cannot authorize their own travel expense reimbursement)

(5) The form at the end of Annex A shall be used to request travel expense reimbursement and for accounting purposes.

Examples

Example 1: The Society needs two people to go to Summerland to pick up nets for the Polson Park Pond Kids Fishing Weekend. Two Members have volunteered. Member A lives in Lumby and Member B lives in Vernon. Member A has a suitable truck to haul the nets and agrees to pick up Member B on the way.

Distance as calculated using Google Maps is 121 km one way from Member A's home to the location in Summerland. Only Member A could request travel reimbursement.

Calculation: Distance return km x \$0.15 = allowable travel reimbursement

$$(121 \times 2) 242 \text{ km} \times \$0.15 = \$36.30$$

Example 2: The Society needs two people to go to Summerland to pick up nets for Polson Park Pond Kids Fishing Weekend. Two Members have volunteered. Member A lives in Lake Country and Member B lives in Vernon. Member A has a suitable truck to haul the nets and Member B agrees to meet Member A at their place in Lake Country. Distance as calculated using Google Maps is 95 km one way from Rocky Mountain Transport (RMT) to the location in Summerland. Since the nets are to be dropped off at Rocky Mountain Transport, Member A would claim mileage from their residence to Summerland, then to RMT and then returning to their residence in Lake Country. Note also that Member B may claim mileage from their place in Vernon to Member A's residence in Lake Country and return.

Calculation: Distance return km x \$0.15 = allowable travel reimbursement

Member A's mileage calculations

$$75 \text{ km (Lake Country to Summerland)} \times \$0.15 = \$11.25$$

$$95 \text{ km (Summerland to RMT)} \times \$0.15 = \$14.25$$

$$20 \text{ km (RMT to Lake Country)} \times \$0.15 = \$ 3.00$$

Allowable travel reimbursement

Member B's mileage calculations

$$= \$28.50$$

$$45 \text{ km (Vernon to Lake Country and return)} \times \$0.15 = \$6.75$$

Annex D. – Reimbursement of Trailer Hauling Expenses

This Annex may be amended at any time by a special resolution, usually based on a recommendation of the Board.

(1) The intent of this procedure is to help offset the actual travel cost incurred by a Member while hauling the KFF trailer to and or from a Society sanctioned event. It is not intended to fully compensate Member's travel expenses.

(2) The Society may reimburse a member for expenses incurred while hauling the KFF trailer to and or from events if:

(a) the Society requested the Member to haul the KFF trailer to and or from an event;

(b) the Member actually incurred an expense; and

(c) the Member did not receive remuneration from any other source. The Member may not claim a reimbursement of travel expenses (Standing Procedure 6.9 Reimbursement of travel expenses) and a

reimbursement of trailer hauling expenses (Standing Procedure 6.10 Reimbursement of trailer hauling expenses).

(3) The rate of reimbursement shall be \$0.50 per kilometer traveled.

(4) Distance traveled shall be calculated by:

(a) start point: shall be the location at which the KFF trailer is first picked up.

(b) end point: shall be the location at which the KFF trailer is dropped off.

(c) a map program such as Google Maps should be used to calculate the distance and a copy of the calculation attached to the request for trailer hauling expenses reimbursement.

(5) Trailer hauling expenses reimbursement shall be authorized by at least two Board Members where:

(a) one of the Board Members is the President, Vice-President, or Treasurer; and

(b) the Board Member is not claiming a trailer hauling expense reimbursement. (i.e. a Board Member cannot authorize their own trailer hauling expense reimbursement)

(6) Annex A shall be used to request trailer hauling expenses reimbursement and for accounting purposes.

Annex E. – Reimbursement Form for Travel / Trailer Hauling Expenses

This Annex may be amended at any time by a directors' resolution.

The format of this annex may be amended at any time by a directors' resolution.

Members Name _____

Members Address _____

Event Name _____

Event Address _____

Other Address _____

Reason for use of other address _____

Start Point: – Members address — Other

Finish Point: – Members address — Other

Calculation: Distance km (return) x \$0.50 = allowable travel reimbursement

Distance from start point to event: km x \$0.50 = \$_____

Distance from event to finish point: km x \$0.50 = \$_____

Total travel reimbursement: \$_____

Comments: _____

Approved _____

Name Position Date

Approved _____

Name Date