

Junior League of Calgary

Policies

March 2016

Junior League of Calgary Policies

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1.0 Definitions

In these policies, the following words have these meanings.

- **AJLI** or **the Association** means the Association of Junior Leagues International, Inc., the international association under whose policies each Junior League operates.
- **Area VI** means the division of AJLI, which is defined by a geographical area that includes leagues in western Canada, western United States and Mexico.
- **Board of Directors** or **Board** means all Officers of the JLC. Board Members may also be referred to as Directors.
- **Bylaws** mean any bylaws of the JLC as prescribed by the General Membership.
- **CFJL** or **the Federation** means the Canadian Federation of Junior Leagues, the association with which every Canadian league is also affiliated.
- **Chair** means a JLC member responsible for leading a committee.
- **Committee** means a group of JLC members working together for a common purpose.
- **Community Volunteer** means a person who is not a JLC member but who is recruited and trained to support a specific community program.
- **Fiscal Year** or **League Year** means the fiscal and administrative year of the JLC, which shall be from June 1 to May 31 inclusive.
- **General Meeting** means the regular meetings of the General Membership held to conduct the business of the JLC.
- **General Membership** means **all** members of the JLC.
- **Good Standing** means that a member has met all Membership Requirements in place at the time as well as the payment of dues for the League year.
- **Human Resources Committee** means a special committee established by the Board to be responsible for all paid staff.
- **JLC** means the Junior League of Calgary, as described in Article 1 (Name) of the Bylaws.
- **Member** means a woman 18 years or older who pays dues and fulfills obligations as described in Articles 4.1 (Classes of Membership) and 4.2.1 (Eligibility) of the Bylaws.
- **Officer** means any Officer listed in Article 7.1 (Composition) of the Bylaws.
- **Provisional** means a member as described in Article 4.1.1 (Provisional) of the Bylaws.
- **Proxy** means a written ballot, evidencing the voting position of a Voting Member in respect of a certain proposal being brought to the General Membership at a General Meeting, Annual General Meeting or Special Meeting, submitted to the Membership

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Vice President of the JLC prior to such meeting, all in accordance with Article 6.5.3 (PROXY).

- **Special Committee** means a committee formed on a temporary basis at the discretion of the Board. The Special Committee is dissolved when their duties are completed.
- **Special Meeting** means a meeting of the General Membership, other than a General Meeting, called at the discretion of the Board or upon written request of 20% of voting members as described in Article 2.1.16 (Special Meeting) of the Bylaws.
- **Team** means a group of members of a similar interest. Each team shall include an Officer. These teams shall be referred to as the Finance Team, the Community Team, the Membership Team, the Communication and Development Team, and any other Team deemed necessary by the Board.
- **Voting Member** means a member entitled to vote as defined in Article 6.5 (Voting) of the Bylaws.

Effective: March 2014

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Policy Heading: COMMUNICATION

Policy Title: 2.1 Internal and External Communications

Scope: All Members

Value Statement: We value consistent, clear and accurate representation of the JLC internally and externally.

Expectations:

1. External Communications:*
 - A. No print or electronic communications may be sent to individuals, organizations or posted to the website for public access until approved by the President. Communications include but are not limited to website material, invitations, publications, letters, notices and documents. All proposed communications must be submitted via teams to the Communication and Development Vice President for review and approval. The Communication and Development Vice President will submit all communications to the President for approval.
 - B. No communication with the Community Advisory Panel may take place without approval of the President and President Elect **as per Policy 4.8.**
 - C. No communication with the League's lawyer may take place without approval of the President.
 - D. No communication with the League's accountant, auditor, banker, bookkeeper, investment broker or insurance agent may take place without approval of the Finance Vice President.
 - E. The League membership list and database of current or potential community partners, donors and friends may not be shared with any individual or organization.
2. Internal Communications:*
 - A. No print or electronic communications directed to all members may take place without approval of the President. Communications include but are not limited to invitations, publications, letters, memoranda, notices and documents. All proposed communications must be submitted via teams to the Communication and Development Vice President for review and approval. The Communication and Development Vice President will submit all communications to the President for approval.
 - B. No electronic, print communications or general meeting announcements pertaining to non-League business may take place unless approved by the President.

Monitored by: President

**Policy Revisions -
Approval Required By:** Board

Effective Date of Policy: March 2014

* Per Federal Government of Canada's *Personal Information Protection and Electronic Documents Act* (PIPEDA)

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Policy Heading: COMMUNICATION

Policy Title: 2.2 Reporting

Scope: All Officers and Chairs

Value Statement: We value effective and timely reporting; this allows the JLC leadership to make informed and proactive decisions.

Expectations:

1. Team Vice President's will submit a written Monthly Update including Consent Agenda items to the President prior to each Board meeting.
2. The President must be advised prior to a Board Meeting of all motions being presented.
3. The Membership Vice President Consent Agenda shall include the status of members in the following categories noting applicable dates:
 - A. Active Members
 - B. Active Sustainers
 - C. Provisional Members
 - D. Transfers-in
 - E. Leaves of Absence
 - F. Sustaining
 - G. Resignations
 - H. Transfers-out
4. The Finance Vice President will update the Board at each Board meeting as to the financial status of the JLC. The Finance Vice President will present a budget vs. actual summary report to the Board at the end of each quarterly period.
5. The JLC Officers and Committee Chairs will ensure that minutes from their meetings are completed on a timely basis with copies forwarded to the Board members and the JLC Office.

Monitored By: President

**Policy Revisions -
Approval Required By:** Board

Effective Date of Policy: March 2014

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Policy Heading: COMMUNICATION

Policy Title: 2.3 Procedural Changes

Scope: Officers

Value Statement: We value effective communication of procedural changes for Teams to ensure responsibilities are clear and well understood.

Expectations:

1. Any team wishing to adopt new procedures or change existing procedures must follow the steps outlined below, in the order as listed:
 - A. Bring a formal motion to the Team for approval. The formal motion and the results of the Team vote must be documented in meeting minutes.
 - B. If the changes to procedures directly affect other Teams, bring a formal motion to all Teams impacted. The formal motion, as presented to the affected Team(s) and the results of the affected Team's vote must be documented in the meeting minutes.
 - C. Bring a formal motion to the Board for final approval.
2. Officers must inform the General Membership of all procedural changes.

Monitored By: Board

**Policy Revisions -
Approval Required By:** Board

Effective Date of Policy: March 2014

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Policy Heading: COMMUNICATION

Policy Title: 2.4 Membership and Donor Lists

Scope: Members, Donors, Sponsors and Friends of the JLC

Value Statement: The JLC organization values its members, donors, and friends, and respects the confidentiality of the membership and contributions from our community.

Expectations:

1. Any list maintained of the members, donors, sponsors, or friends will be kept strictly confidential and will not be shared outside the organization.*
2. The Finance Team will maintain the database of sponsors and donors.
3. The Membership Team will maintain the membership roster. The Finance Team will confirm every member on the list has paid her dues.
4. The Membership Vice President and Finance Vice President will ensure the integrity of the password system. Passwords must be changed annually or as required.

Monitored by: Board

**Policy Revisions -
Approval Required By:** Board

Effective Date of Policy: October 2008

* Per Federal Government of Canada's *Personal Information Protection and Electronic Documents Act* (PIPEDA)

Junior League of Calgary Policies

Policy Heading: COMMUNICATION

Policy Title: 2.5 Inclusion of JLC Name in All Project Names/Logos

Scope: Teams and All Community Partners

Value Statement: The JLC values the opportunity to increase our visibility in the community and to be recognized as instrumental in establishing community projects throughout the City of Calgary.

Expectations:

1. All project logos created by the JLC must include the wording, "Established by the Junior League of Calgary in ____ (year)."
2. All new community partners must be provided with a plaque for display within 90 days of a project's turnover clearly recognizing the JLC's contributions by including the wording, "Established by the Junior League of Calgary in ____ (year)."
3. All external displays of projects must include the project logo inclusive of establishment dates; "Established by the Junior League of Calgary in ____ (year)."

Monitored by: Community Co Vice Presidents

**Policy Revisions -
Approval Required By:** Board

Effective Date of Policy: October 2008

Junior League of Calgary Policies

Policy Heading: MEMBERSHIP

Policy Title: 3.1 Admission Requirements to Active Membership

Scope: Provisional Members

Value Statement: We value the importance of training our Provisional Members for active and effective participation in the JLC.

Expectations:

1. A Provisional Member shall become an Active Member upon successful completion of the following Provisional Member requirements:
 - A. Payment of non-refundable dues **as per Policy 5.1.**
 - B. Participation in Provisional Member Training
 - C. Attendance at the required number of General Meetings
 - D. Fulfillment of Provisional Class project commitments
 - E. Participation in the specified JLC fundraiser, if applicable
 - F. Completion of a Police Information Check and a Child Intervention Record Check. The JLC has adopted **Policy 3.9** with regard to these checks.
 - G. Signing the Provisional Member Code of Conduct
2. No Provisional Member shall become an Active Member until approved by the Membership Team.
3. A Provisional Member may not hold office or vote.

Monitored by: Membership Vice President

Policy Revisions - Approval Required By: Voting Members

Effective Date of Policy: October 2011

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Policy Heading:	MEMBERSHIP
Policy Title:	3.2 Obligations of Membership
Scope:	All Members
Value Statement:	We value the energy and commitment of all our members and need their collective support to continue to fulfill the JLC Mission.

Expectations:

1. Active status includes the following obligations:
 - A. Payment of non-refundable dues*
 - B. Attendance at the required number of General Meetings
 - C. Fulfillment of placement and community project responsibilities
 - D. Participation in the specified JLC fundraiser, if applicable
 - E. Completion of a Police Information Check and a Child Intervention Record Check. The JLC has adopted **Policy 3.9** with regard to these checks.
 - F. Signing of the Member's Code of Conduct
2. Active Sustainer status includes the following obligations:
 - A. Payment of non-refundable dues*
 - B. Serving in an advisory capacity as determined by the Membership Team
 - C. Completion of a Police Information Check and a Child Intervention Record Check when participating in community projects. The JLC has adopted **Policy 3.9** with regard to these checks.
3. Sustainer status includes the following obligations:
 - A. Payment of non-refundable dues.*
 - B. Completion of a Police Information Check and a Child Intervention Record Check when participating in community projects. The JLC has adopted **Policy 3.9** with regard to these checks.
4. All Actives and Sustainers are eligible for AJLI positions.
5. Emeritus status:
 - A. Any Sustaining member who has reached 80 years of age will be granted Emeritus status **as per Bylaw 4.1.3 (d)**.
6. Honourary Member status – has no requirements:
 - A. A limited number of individuals drawn from the community may be elected by a unanimous vote of the Board to represent the JLC as Honourary Members.
 - B. This status will be effective for a period of two years.

Monitored by: Membership Team

**Policy Revisions -
Approval Required By:** Voting Members

Effective Date of Policy: October 2011

* Cross Reference: Bylaw Articles 4 & 5, Policy 3.5

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Policy Heading:

MEMBERSHIP

Policy Title:

3.3 Junior League of Calgary Fair obligations

Removed:

December 2002

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Policy Heading: MEMBERSHIP

Policy Title: 3.4 Status Change Requirements

Scope: All Members

Value Statement: We value the members' time, and respect their decision to change their status within a clearly defined set of criteria.

Expectations:

An Active Member, as defined in **Policy 3.2** and **Article 4.1.2 of the Bylaws** requesting status change to Active Sustaining or Sustaining must be confirmed in Good Standing as outlined below.

1. Financial:
Dues, fees and all member costs (e.g. Annual Celebration Dinner) are paid in full **as per Policy 5.1**.
2. Fundraising Commitment:
Participated in specified JLC fundraiser, if applicable.
3. Volunteer Commitment:
Attended General Meetings and fulfilled her placements and project requirements.
4. Years of Service:
 - A. For Active members requesting change to Active Sustaining or Sustaining status, the member must have served five (5) complete years as an Active in any League, **excluding** her Provisional Member Class and excluding any periods associated with a leave of absence.
5. Minimum Age:
Any Sustaining member 80 years of age will be granted Emeritus status **as per Bylaw 4.1.3d and AJLI Operational Policies Section III (3.2)**.

Monitored by: Membership VP

**Policy Revisions -
Approval Required By:** Board

Effective Date of Policy: September 2010

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Policy Heading:	MEMBERSHIP
Policy Title:	3.5 Privileges of Membership
Scope:	All Members in Good Standing
Value Statement:	We value the commitment of all members and recognize the need for flexibility in our policies to address their unique circumstances and ability to fully participate in Junior League activities.

Expectations:

1. Transfer:
 - A. Provisional, Active and Sustaining members are eligible.
 - B. A member will be granted status in the receiving Junior League (JL) consistent within the specification of membership classification established by that JL.
 - C. A Provisional Member who transfers has the right to complete her training as determined by the receiving JL.
 - D. Active Member transfers may attend any meeting of the Provisional Member Class to gain a better understanding of how the JLC works.
2. Inter-League:
 - A. Provisional, Active and Sustaining members who will be residing temporarily in the area of another JL may request inter-league privileges for one year. This may be extended for one additional year.
 - B. An individual member granted this privilege shall comply with the requirements of the receiving JL.
 - C. The member shall be listed as a member of the JLC, which shall have the final responsibility for the member in all matters.
 - D. The member is responsible for paying dues to the JLC **as per Policy 5.1.1**.
3. Seasonal Inter-League:
 - A. Sustaining members who reside for a portion of the year near the JLC and a portion of the year near another JL are eligible for this privilege. Seasonal Inter-League permits the Sustaining member to participate in the JL in whichever area the member is currently residing.
 - B. This privilege may be held in more than one JL at a time and may be extended for an unlimited period of time.
 - C. Sustaining members with this privilege will be listed as a member of the JLC, which shall have the final responsibility for the member in all matters.
 - D. The Sustaining member is responsible for paying dues to the JLC **as per Policy 5.1.1**. Payment to the receiving JL of an annual Seasonal Inter-League fee may be required of members granted this privilege.
 - E. Sustaining members with this privilege will comply with the requirements of the JL in whose area the member is currently residing.
4. Non-Resident Privileges:
 - A. Active and Sustaining members living outside of Calgary are eligible for Non-Resident privileges and will pay dues **as per Policy 5.1.1**.
 - B. This privilege may be retained indefinitely.

All of the above are also cross-referenced to **Bylaw Article 4.3** and **AJLI Operational Policies Section IV – Privileges of Membership**.

Monitored by: Membership VP

**Policy Revisions -
Approval Required By:** Board

Effective Date of Policy: September 2011

Junior League of Calgary Policies

Policy Heading: MEMBERSHIP

Policy Title: 3.6 Resignation, Probation, Removal and Reinstatement

Scope: All Members

Value Statement: We value the need for flexibility in our policies to address the unique circumstances of our members.

Expectations:

1. Resignation, Probation and Removal (reference Bylaw 4.5.1, 4.5.2, 4.5.3, 7.5 and 7.6)
 - A. Resignations are accepted in writing to the Membership Vice President who will then forward a copy to the President. Such resignations should be made prior to June 1.

2. Reinstatement (reference Bylaw 4.5.4)
 - A. Members reinstating must apply in writing to the Membership Vice President who may reinstate any member who left the JLC in Good Standing upon a two third vote of the Membership Team at any time.

Monitored by: Membership Vice President

**Policy Revisions -
Approval Required By:** Board

Effective Date of Policy: September 2010

Junior League of Calgary Policies

Policy Heading:

MEMBERSHIP

Policy Title:

3.7 Community Volunteer Obligations – See Policy 4.10

Removed

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Policy Heading:

MEMBERSHIP

Policy Title:

3.8 Honorariums and Training Fees – See Policy 5.12

Removed

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Policy Heading:	MEMBERSHIP
Policy Title:	3.9 Police Information and Child Intervention Record Checks
Scope:	All Members
Value Statement:	We value and respect our members' time and privacy but must always put them in the context of a clearly defined set of criteria with respect to the at-risk populations with which we interact.

Expectations:

Most JLC programs deal with vulnerable populations including but not limited to children, youth, seniors, and the disabled. As such, and in compliance with the requirements of our program partners, the JLC requires its members to have the appropriate Police Information Check and Child Intervention Record Check.

1. Member requirements:
 - A. All Active and Provisional members, as well as any Sustaining members participating in JLC community programs, must have a current Police Information Check and a Child Intervention Record Check.
 - B. Final copies of both checks indicating no negative results must be on file with the Membership Vice President for any member to be eligible to volunteer in JLC community programs.
 - C. No Provisional member may proceed to Active Status until the Membership Vice President indicates receipt of both checks.
 - D. All JLC members are responsible for submitting a printed or electronic copy of their completed checks to the Membership Vice President, but are encouraged to retain their own hard copy as well.
 - E. It is the responsibility of each member to ensure their checks are up to date. Expiry dates can always be obtained by contacting your advisor or Membership Vice President.
2. Duration:
 - A. Police Information Checks and Child Intervention Record Checks must be renewed every three years from the date of their respective issuance. Renewals should be applied for 30 days prior to expiry date. Printed notice of renewal application, as well as final official copies of checks must be submitted to the Membership Vice President prior to the member volunteering with any JLC community program.
3. No Tolerance:
 - A. The JLC has adopted a no tolerance stance with regards to a negative Police Information and/or Child Intervention Record Check.
4. Application:
 - A. Failure to apply for these checks as required may also result in the Active or Provisional member concerned not being permitted to continue her membership in the JLC.

Monitored by: Membership Vice President & Community Vice President

**Policy Revisions -
Approval Required By:** Board

Effective Date of Policy: March 2014

Cross Reference: **Policies 3.1 (F), 3.2 (1E), (2C) and (3B)**

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Policy Heading:	MEMBERSHIP
Policy Title:	3.10 Leaves of Absence
Scope:	All Members
Value Statement:	We value our members' time and respect that they may need to take a Leave of Absence.

Expectations:

In every member's life, situations may arise which impact the ability of the member to meet their Membership Requirements. As a result, the JLC offers a Leave of Absence to support its members. Members will be treated with consistency, fairness and respect in matters relating to the approval of a leave, while also balancing the League's operational requirements.

1. Eligibility:
 - A. All Active members in Good Standing who have been a member of any Junior League for at least two years are eligible to apply for a Leave of Absence.
2. Duration:
 - A. Leave of Absence may be granted for up to 12 months.
3. Approval:
 - A. Members seeking a Leave of Absence must obtain the approval of the Vice President of Membership by submitting a written request indicating the circumstance(s) necessitating the leave and the requested duration.
 - B. When reviewing the request for a leave, the Vice President of Membership will consider the member's service with the JLC, the reason for the request and the operational needs of the League.
 - C. All members taking a Leave of Absence must sign a Leave of Absence Agreement.
4. Obligations During and After Leave:
 - A. During a Leave of Absence, a member is required to pay dues.
 - B. At the end of the approved leave, the member will return to Active Status with the JLC in a team placement for the remaining portion of the current League year, if any.
 - C. Should the member not return to Active Status at the end of the approved Leave of Absence, and the applicable dues are paid, she may resign from the JLC in Good Standing.
 - D. If, at the end of the approved Leave of Absence, the member does not respond within 30 days to the Membership Vice President's requests to pay dues to reinstate, the member may be resigned in Good Standing.

Monitored by: Membership Vice President

**Policy Revisions -
Approval Required By:** Board

Effective Date of Policy: March 2014

Cross Reference: **Policy 3.4 (4B) and Bylaw Article 2.1.11**

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Policy Heading: MEMBERSHIP

Policy Title: 3.11 JLC Representation at AJLI and Other Outside Conferences

Scope: All Members

Value Statement: We value the importance of training our members for active and effective participation in the JLC and The Association of Junior Leagues International (AJLI), but are aware of the cost of attending these conferences in relation to the size of our membership.

Expectations:

1. AJLI Fall, Winter and Annual (Spring) Conferences:
 - A. The President Elect Elect (PEE) is eligible to attend the Winter Leadership Conference in her PEE year as long as her attendance has been appropriately budgeted.
 - B. The President Elect (PE) is eligible to attend all three conferences in her PE year at JLC expense. The Winter Conference is geared towards PEs and PEEs (President Elect-Elects). She will be the JLC's voting delegate if the President is not attending, and will vote per the instructions of the JLC Board of Directors.
 - C. A one-year President is eligible to attend the Fall Conference in her presidential year at JLC expense. She may attend Annual Conference at her own expense, and if she does, she will be the JLC's voting delegate at this conference and will vote per the instructions of the JLC Board of Directors.
 - D. A two-year President is eligible to attend the Fall and Annual Conference in the first year of her presidency at JLC expense. She is not eligible to attend any conferences at JLC expense during the second year of her presidency. However, she may attend Annual Conference in her second year at her own expense, and if she does, she will be the JLC's voting delegate at the conference and will vote per the instructions of the JLC Board of Directors.
 - E. Conference expenses are to be limited to the amount approved by the Alberta Gaming and Liquor Commission for payment from Casino funds and/or expenses authorized by the JLC Board of Directors.
2. Other AJLI and/or outside conferences:
 - A. Attendance at any other conferences, such as but not limited to, Northwest Exchange and those held by the Organizational Development Institute (ODI), are at the discretion of the Membership Team, as long as they have been appropriately budgeted. Expenses are limited to the amount approved by the Alberta Gaming and Liquor Commission for payment from Casino funds and/or expenses authorized by the JLC Board of Directors.

Monitored by: Membership Vice President and Board

**Policy Revisions -
Approval Required By:** Board

Effective Date of Policy: March 2014

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Policy Heading:	COMMUNITY
Policy Title:	4.1 New Program Development
Scope:	Community Team
Value Statement:	We value the quality of community service that we provide to our community. This is achieved by carefully researching and developing programs that balance the needs of our community with the interests of our membership and the resources of our League.

Expectations:

1. All new program proposals must use the JLC standard template for program proposals, which includes:
 - A. Purpose
 - B. Outcomes
 - C. Relationship between program and our focus/issue area
 - D. Budget
 - E. Member obligations
 - F. Timeline including a turnover plan, if applicable
 - G. Risk analysis including other organizations/agencies who are doing similar work
 - H. Potential funding sources
 - I. Marketing and communications plan including internal and external components
2. Program development must adhere to the following process before a Notice of Motion can be presented to the Members:
 - A. The Program Development Committee, with the consent of the Community Co Vice Presidents, must obtain the approval of the Board of Directors to pursue development of a proposal for a program idea. To obtain approval, a preliminary concept of the program, including JLC commitments and outcomes, must be presented to the Board.
 - B. The Community Co Vice Presidents or the Program Development Committee prepares the proposal per the requirements of Item 1.
 - C. The Community Co Vice Presidents submit the program proposal to the Finance Vice President to verify that financial capacity is available to support the program and requests written notice from the Finance Vice President, on behalf of the Finance Team, that sufficient financial capacity is available to support the program.
 - D. The Community Co Vice Presidents submit the program proposal to the Membership Vice President to verify that membership capacity is available to support the program and requests written notice from the Membership Vice President, on behalf of the Membership Team, that sufficient membership capacity is available to support the program.
 - E. Upon receipt of written confirmation from the Finance Vice President and the Membership Vice President that sufficient resources are available to support the program, the Community Co Vice Presidents prepares and submits the Notice of Motion to the Board of Directors to present the proposal to the Voting Members.
3. A new program will be adopted following approval of the Voting Members in accordance with organizational policies.*
4. A new program requires a signed Memorandum of Agreement meeting the requirements of Policy 4.3.

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Monitored by: Community Co Vice Presidents and the Board

**Policy Revisions -
Approval Required By:** Board

Effective Date of Policy: March 2014

* Cross-reference: Policies 6.2 and 6.3

Junior League of Calgary Policies

Policy Heading: COMMUNITY

Policy Title: 4.2 Changes to Existing Programs

Scope: All Members

Value Statement: We value the quality of community service that we provide to our community. This is achieved by carefully managing programs to balance the needs of our community with both the interests of our members and the resources of our League.

Expectations:

1. An existing program must generally follow the proposal originally approved by the Members. Significant changes to the purpose, outcomes, budget or member obligations of the program requires approval of Voting Members as presented in a Notice of Motion by the Community Co Vice Presidents.*
2. If additional budget is required, the Finance Team must be consulted prior to presentation to the Members to ensure that the funds are available.
3. If additional member resources are required, the Membership Team must be consulted prior to presentation to the Members to ensure that more members can be allocated to the program.
4. Modifications to existing programs require a revised signed Memorandum of Agreement ***as per Policy 4.3.***

Monitored by: Community Co Vice Presidents

**Policy Revisions -
Approval Required By:** Board

Effective Date of Policy: March 2014

* Cross-reference: Policies 6.2 and 6.3

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Policy Heading: COMMUNITY

Policy Title: 4.3 Memorandum of Agreement (MOA)

Scope: Any League Initiative involving Community Partners and/or Corporate Partners

Value Statement: We value the importance of a written agreement with our community and corporate partners. Expressing roles, responsibilities and expectations in writing allows for effective collaboration.

Expectations:

1. The Community Co Vice Presidents will prepare a draft MOA with a JLC community partner(s) before program implementation.
2. The MOA must be a written document.
3. The draft MOA must be presented to and accepted by the Board of Directors. After the Board accepts the MOA, the President may sign the MOA on behalf of the League.
4. The Board of Directors may request that a MOA be reviewed by legal counsel before execution with the community partner.
5. The MOA must have an agreement period not exceeding three years; however, the MOA must contain a termination clause and provisions for modifying the MOA during the agreement period.
6. The Community Co Vice Presidents will ensure that a MOA is in place with all community partners.
7. The Community Co Vice President will ensure that a fully executed copy of the MOA is provided to the JLC Office Administrator for filing.

Monitored by: Community Co Vice Presidents and President

**Policy Revisions -
Approval Required By:** Board

Effective Date of Policy: March 2014

Junior League of Calgary Policies

Policy Heading: COMMUNITY

Policy Title: 4.4 Special Events Development

Scope: All Members

Value Statement: We value the membership support for and quality of Special Events run by the JLC.

Expectations:

1. A Special Event is an event formed on a temporary basis at the discretion of the Board. It could be something organized for JLC members or a broader audience.
2. All proposals for Special Events must include:
 - A. Purpose
 - B. Outcomes
 - C. Relationship between the event and our focus / issue area
 - D. Budget
 - E. Member obligations
 - F. Timeline
 - G. Potential funding sources
 - H. Marketing and communications plan including internal and external components
 - I. Risk analysis
3. All proposals for Special Events must be approved by the Board of Directors.
4. Collaboration with another party for a Special Event cannot be undertaken without a signed Memorandum of Agreement.

Monitored by: Board

**Policy Revisions -
Approval Required By:** Board

Effective Date of Policy: March 2014

Junior League of Calgary Policies

Policy Heading:	COMMUNITY
Policy Title:	4.5 Grants
Scope:	Community Team
Value Statement:	We value the contribution we make to our community in the way of grant money. The JLC may provide grant money to charitable organizations for initiatives that support our focus and issue area.

Expectations:

The JLC may solicit grant proposals only in areas that directly impact the JLC defined issue area or part of the JLC mission. Funding for JLC grants is limited to \$2,000 per applicant.

1. To be considered for receipt of a JLC grant, the requesting applicant must be a registered charity recognized by the Government of Canada.
2. To be considered for receipt of a JLC grant, the requesting applicant must submit a written request for grant funds, which must include:
 - A. Purpose
 - B. Outcomes
 - C. Relationship between applicant program and JLC focus/issue area
 - D. Timeline
 - E. Marketing and communications plan to acknowledge the JLC
3. Recipients must provide written acknowledgement of both receipt and specific use of funds.
4. Grants up to \$500 may be approved by the Community and Finance Teams.
5. Grants greater than \$500 and no more than \$2,000 must be approved by the Community and Finance Teams and the Board of Directors.
6. Recipients may apply to receive funding in future years.

Monitored by: Community Co Vice Presidents and Finance Vice President

**Policy Revisions -
Approval Required By:** Board

Effective Date of Policy: March 2014

Junior League of Calgary Policies

Policy Heading:	COMMUNITY
Policy Title:	4.6 Community Emergency Fund
Scope:	Community Team
Value Statement:	We value having the flexibility to assist individuals or families and other charitable organizations in a financial crisis.

Expectations:

To set up a Community Emergency Fund:

1. All requests for community emergency funds must include:
 - A. Purpose
 - B. Budget
 - C. Member obligations
2. The request must receive a majority approval by the Board.
3. The Board will determine if it is necessary for the request to go to the membership for approval.
4. The Community Co Vice Presidents ensure the request is legitimate.
5. The Finance VP to verify financial capacity is available to support the emergency fund.
6. The total budgeted amount may be given to a single charitable organization, but not directly to either an individual or a family.

Monitored by:	Community Co Vice Presidents and Finance Vice President
Policy Revisions - Approval Required By:	Board
Effective Date of Policy:	February 2011

Junior League of Calgary Policies

Policy Heading: COMMUNITY

Policy Title: 4.7 JLC Impact Events

Scope: Community Team

Value Statement: We value having the budget, flexibility and membership interest to initiate Impact Events to further contribute to our community.

Expectations:

1. The Community Impact Development Committee plans and organizes one-time events intended to assist existing partners, work with organizations operating in the JLC issue area or solely as a community impact volunteer opportunity.
2. Any proposal must be approved by a majority of the Community Impact Development Committee and take into consideration:
 - A. Purpose
 - B. Outcomes
 - C. Relationship between event and JLC issue/focus area
 - D. Budget
 - E. Member obligations
 - F. Timeline
 - G. Risk
3. AJLI and CFJL recommendations will be taken into consideration.
4. The Community Co Vice Presidents will verify with the Finance Vice President and the Membership Vice President that financial and membership capacity are available to support the Impact Event.
5. The Community Co Vice Presidents are ultimately responsible for all Impact Events.

Monitored by: Community Co Vice Presidents

**Policy Revisions -
Approval Required By:** Board

Effective Date of Policy: March 2014

Junior League of Calgary Policies

Policy Heading:	COMMUNITY
Policy Title:	4.8 Community Advisory Panel
Scope:	Board
Value Statement:	The JLC values the advice and leadership provided by the Community Advisory Panel (CAP).

Expectations:

Panel members will have an interest in the JLC focus and be composed of people interested in community issues, with financial, communications, marketing or volunteer management expertise.

1. The President or President Elect, with approval from the Board, shall invite community representatives to sit on the Community Advisory Panel for two-year terms.
2. The President Elect will organize two meetings with the Community Advisory Panel each year, with one meeting in the fall and one in the spring.
3. The President Elect shall set the agenda after solicitation from each JLC Team Vice President.
4. The President Elect will review the appointment of these positions every year.
5. Communications with the Community Advisors may not take place unless authorized by the President or President Elect.

Monitored By: President and Community Co Vice Presidents

Policy Revisions - Approval Required By: Board

Effective Date of Policy: March 2014

Junior League of Calgary Policies

Policy Heading: COMMUNITY

Policy Title: 4.9 JLC Representation on Community Boards

Scope: Board, Membership Team and Community Team

Value Statement: The JLC values the opportunity to use our League training and experience to assist other community organizations through Board representation.

Expectations:

1. Official JLC representation on a Community Board will be considered only where there is program interest, financial involvement or strong membership interest.
2. All official JLC Board representatives must report to the Community Co Vice Presidents quarterly.
3. All JLC placements must be filled prior to placing a member on a Community Board.

Monitored By: Community Co Vice Presidents

**Policy Revisions -
Approval Required By:** Board

Effective Date of Policy: February 2011

Junior League of Calgary Policies

Policy Heading:	COMMUNITY
Policy Title:	4.10 Use of Community Volunteers
Scope:	Community Members
Value Statement:	The JLC values the opportunity to use Community Volunteers to assist with JLC initiatives.

Expectations:

1. All Community Volunteers must attend information sessions and training sessions providing information on:
 - A. The JLC
 - B. Volunteer roles and responsibilities
 - C. Specific skills necessary to support the specific community program
2. All Community Volunteers will be accountable to a designated JLC Program Chair.
3. Community Volunteers will be trained for their specific responsibilities, which are outlined in a detailed job description.
4. Community Volunteers shall not be involved in decision-making regarding JLC programs, will not hold an Officer position within the JLC, and are not entitled to any voting privileges regarding the JLC or its programs.
5. Community Volunteers working on JLC programs will sign a Terms of Agreement letter provided by the JLC.
6. The JLC Program Chair in charge of the volunteers shall conduct a performance review for each Community Volunteer on a regular basis.
7. Community Volunteers may not enter into any commitments (verbal or written) on behalf of the JLC.
8. Board approval must be given before Community Volunteers can receive compensation.
9. Community Volunteers may be required to complete a screening process including but not limited to a Police Information Check.
10. The JLC reserves the right to dismiss any Community Volunteer at any time. The JLC has adopted a no tolerance stance for Community Volunteers who receive an unfavourable reference or Police Information Check. Any Community Volunteer receiving such a report will not be allowed to participate in any JLC initiative.

Monitored by: Community Co Vice Presidents

**Policy Revisions -
Approval Required By:** Board

Effective date of Policy: February 2011

Junior League of Calgary Policies

Policy Heading: FINANCIAL

Policy Title: 5.1 Payment of Dues and Fees

Scope: All Members

Value Statement: The JLC values the importance of the services provided by our dues: training, support provided by AJLI, our “LASSO” publication, our Directory and administrative assistance.

Expectations:

1. Annual dues shall be as follows:

Member Types	Fee	Comments
A. Active Members	\$165	(including non-resident Actives)
B. Sustaining Members	\$95	(including Active Sustainers and non-resident Sustainers)
C. Emeritus Members	\$0	
D. Honourary Members	\$0	
E. Provisional Members		Fee determined annually
F. Transferring Members		A League Member whose effective date of transfer falls between July 1 and December 31 owes the sending League 50% of its current year dues, plus AJLI’s per capita charge because she was on the sending League’s roster as of the AJLI Annual Dues billing date. She owes the receiving League 50% of its current year dues exclusive of the AJLI per capita charge because she was not on the receiving League’s roster.

2. Payment can be made by monthly or quarterly installments via post-dated cheques. Any other financial arrangements are to be made through the Membership Vice President.
3. Payment of Active and Sustaining member dues must be received by May 1. Active Members who have not paid their dues by July 1 will be resigned in Good Standing status, upon a two thirds vote of the Membership Team. A late fee of \$25 will be charged to re-instate the Member when annual dues are received. Sustainers who have not paid by July 1 may be dropped from membership with a two thirds vote of the Membership Team.
4. Payment by Provisional Members is due before going Active.
5. No refund of dues shall be made to members resigning during the League year or to Provisional Members failing to meet admission requirements.
6. Provisional Members may be charged a fee for a portion of the costs of the training as determined annually.

Monitored By: Membership Vice President

Policy Revisions - Approval Required By: Voting Members

Effective date of Policy: March 2014

Junior League of Calgary Policies

Policy Heading: FINANCIAL

Policy Title: 5.2 Annual Budget and Requests for Changes

Scope: All Members

Value Statement: The JLC values the importance of careful consideration of all fund expenditures to ensure the membership and the community are receiving the best value possible for money spent.

Expectations:

1. With input from Team Vice Presidents, the Finance Vice President prepares the annual operating budget and submits it to the board for their approval by May 31. The Finance Vice President sends the approved budget to members for their review.
2. Requests for unbudgeted funds or reallocations of funds must be approved by the Team Vice Presidents and submitted in writing to the Finance Vice President. The request must include the amount requested, intended use and rationale.
3. A member or committee may not spend unbudgeted funds until a request for additional/reallocated monies is approved. The member authorizing the expenditure, NOT the JLC, will be held responsible for any money spent that was not approved. Additional fund requests and reallocations are subject to the following authorization limits:
 - A. The Finance Team has authority to approve unbudgeted expenditures and reallocations up to \$1,000 per committee each League year.
 - B. The Board has the authority to approve unbudgeted expenditures and reallocations over \$1,000.
4. Funds unspent during the operating period (June 1 to May 31) will not be carried over for use by committees in the following year. Restricted funds not included **as per Policy 5.6.**

Monitored By: Finance Vice President

**Policy Revisions -
Approval Required By:** Voting Members

Effective Date of Policy: February 2014

Junior League of Calgary Policies

Policy Heading: FINANCIAL

Policy Title: 5.3 New Fundraisers and Significant Changes to Existing Fundraisers

Scope: All Members

Value Statement: The JLC values the importance of member support for all fundraisers by providing timely opportunities for membership input and concerns.

Expectations:

1. New Fundraisers:

A new fundraiser requiring member's time or money must include a proposal to be approved by the Finance Team, the Membership Team and the Board before a Notice of Motion is presented to the Voting Membership. A new fundraiser proposal must include:

- A. Purpose
- B. Outcomes
- C. Relationship between fundraiser and our focus/issue area
- D. Budget
- E. Member obligations
- F. Timeline including a turnover plan, if applicable
- G. Risk analysis including other organizations/agencies who are doing similar work
- H. Potential funding sources
- I. Marketing and communications plan including internal and external components

2. Existing Fundraisers:

Changes to an existing fundraiser, particularly altering membership obligations (time or money), must also be approved by the Finance Team, the Membership Team and the Board before a Notice of Motion is presented to the Voting Membership.

Impacted Teams shall estimate the possible additional demand on their resources and their capability to handle this demand and this estimation shall be recorded in their respective Team Meeting minutes.

3. Motion Requirements:

Motions related to a new or changed fundraiser must include the rationale, intended usage of the proceeds, membership obligations and budget.

Monitored By: Finance Vice President

**Policy Revisions -
Approval Required By:** Board

Effective Date of Policy: March 2014

Junior League of Calgary Policies

Policy Heading:	FINANCIAL
Policy Title:	5.4 Investments and Contingency Reserve Fund
Scope:	Finance Team
Value Statement:	The JLC values the responsible investment of the JLC's financial resources in order to maintain current viability while maximizing long-term returns.

Expectations:

The Finance Vice President is accountable to the Board for managing the JLC's financial investments within the following parameters:

1. Surplus funds shall be invested in low risk investment instruments including, but not limited to, government bonds, GICs, treasury bills, money market funds and / or investment grade corporate bonds. Assets are to be managed with the goal of achieving the maximum long-term return from interest, yet maintaining the liquidity necessary to meet cash-flow needs.
2. The JLC chequing account shall not exceed \$25,000 for longer than three months. These monies shall be invested in the best interest of the JLC. The balance held in any restricted accounts, including but not limited to the Casino, are at the discretion of the Finance Team.
3. Reserve/Contingency funds minimum limit is 50% of the current operating budget, exclusive of restricted funds. No change to the limits will be made without the approval of the Board.
4. Casino funds will be managed within the guidelines of the Alberta Gaming and Liquor Commission.

Monitored By: Finance Vice President, with updates to the Board

**Policy Revisions -
Approval Required By:** Board

Effective Date of Policy: November 2010

Junior League of Calgary Policies

Policy Heading: FINANCIAL

Policy Title: 5.5 Financial Community Donations

Scope: All Teams

Value Statement: The JLC values the responsible use of our financial resources in the community.

Expectations:

1. As per law*, all resources must be devoted to charitable activities.
2. As per law*, no monetary funds may be made available for the personal benefit of any member.
3. As per law*, no part of the JLC funds may be donated to any organization unless it is a Canadian registered charity with a charitable identification number.
4. Unbudgeted expenditures require advance approval ***as per Policy 5.2.***

Monitored by: Finance Vice President

**Policy Revisions -
Approval Required By:** Board

Effective Date of Policy: March 2014

Resource:

*Law refers to the Canadian Income Tax Act

Junior League of Calgary Policies

Policy Heading: FINANCIAL

Policy Title: 5.6 Restricted Donations

Scope: All Members

Value Statement: We value the trust placed in the JLC by our donors;
we strive to advance our Vision and Mission in the community.

Expectations:

1. JLC will accept restricted and designated donations and requests the following information:
 - A. Identification of the restricted use
 - B. Expected outcome of the expenditure
 - C. Timeline for expenditure
 - D. Defined approval and reporting process if required
 - E. Recognition, if desired, of the donor and/or funding
2. Acceptance of funds must not contravene existing JLC Policies.
3. Restricted funds, once accepted and not spent in the current fiscal budget, must either be deferred to the following league year or a reallocation must be approved by the Finance Team and, if applicable, the Community Team. If necessary, alternative uses will be discussed with the donor **as per Policy 5.10.3**.
4. If use of restricted funds involves additional member time, it must be approved by the Membership Team and then the Voting Membership.

Monitored by: President and Finance Vice President

**Policy Revisions -
Approval Required By:** Finance Team

Effective Date of Policy: November 2010

Junior League of Calgary Policies

Policy Heading: FINANCIAL

Policy Title: 5.7 Alcoholic Beverages

Scope: All Members

Value Statement: The JLC values the responsible use of charitable funds raised for administrative or direct community service.

Expectations:

1. No JLC funds will be used for the purchase of alcohol for any JLC meeting or event, without prior approval of the Board, with the exception of purchases intended for resale.

Monitored by: Finance Vice President

**Policy Revisions -
Approval Required By:** Board

Effective Date of Policy: October 2008

Junior League of Calgary Policies

Policy Heading: FINANCIAL

Policy Title: 5.8 Rental of JLC Office Space

Scope: Other Organizations in the Community

Value Statement: We value our ability to provide office space to other organizations in our community in hopes of promoting a bond with the JLC.

Expectations:

1. JLC meetings are a priority and may be held in the building at no charge.
2. The board room may be rented for \$25/hour by members or non-profit organizations and \$35/hour by for-profit organizations, contingent on availability.
3. Payment will be due upon receipt of invoice.
4. No alcohol may be served on the premises.
5. A JLC member or employee will be responsible for opening and closing the building.
6. Room rentals will be coordinated by the Property Manager.

Monitored by: Finance Vice President

**Policy Revisions -
Approval Required By:** Board

Effective Date of Policy: March 2014

Junior League of Calgary Policies

Policy Heading: FINANCIAL

Policy Title: 5.9 Ethical Fundraising

Scope: All Members

Value Statement: The JLC values the importance of ethical fundraising practices as outlined in the Ethical Fundraising & Financial Accountability Code.*

Expectations:

1. Fundraising solicitations on behalf of the JLC will be truthful, will accurately describe the JLC's activities and intended use of the donated funds and respect the dignity and privacy of those who benefit from the JLC's activities.
2. Volunteers, employees and those who solicit or receive funds on behalf of the JLC will adhere to the provisions of the Ethical Fundraising & Financial Accountability Code*, act with fairness, integrity and in accordance with all applicable laws, adhere to a code of ethics, cease solicitation of a prospective donor should they deem the solicitation as harassment or undue pressure, disclose to the JLC any conflict of interest, and accept no donations for purposes that are inconsistent with the JLC's Mission.
3. The JLC will not sell or share its donor list.
4. The Board will be informed of the type and disposition of any complaints received from donors or prospective donors about matters that are addressed in the Ethical Fundraising & Financial Accountability Code.

Monitored by: Finance Vice President

**Policy Revisions -
Approval Required By:** Board

Effective Date of Policy: November 2010

*Refers to the Canadian Centre for Philanthropy's "Ethical Fundraising and Financial Accountability Code"
Cross Reference: Bylaw 10.2

Junior League of Calgary Policies

Policy Heading: FINANCIAL

Policy Title: 5.10 Financial Accountability

Scope: All Members

Value Statement: The JLC values the importance of ethical accounting practices as outlined in the Ethical Fundraising & Financial Accountability Code.*

Expectations:

1. The JLC's financial affairs will be conducted in a responsible manner, consistent with the ethical obligations of stewardship and the legal requirements of provincial and federal regulators.
2. All donations will be used to support the JLC's mission and goals, as registered with Canadian Revenue Agency (CRA).
3. All restricted or designated donations will be used for the purposes for which they are given. If necessary, alternative uses will be discussed with the donor **as per Policy 5.6**.
4. Annual financial reports will:
 - A. Be factual and accurate.
 - B. Disclose the total amount of fundraising revenue (receipted and non-receipted), the total amount of fundraising expenses (including salaries and overhead costs), and the total amount of donations that are receipted for income tax purposes (excluding bequests, endowed donations that cannot be expended for at least 10 years, and gifts from other charities).
 - C. Identify government grants and contributions.
 - D. Be prepared in accordance with Canadian generally accepted accounting principles and standards established by the Canadian Institute of Chartered Accountants and or Chartered Professional Accountants.
5. The JLC will meet or exceed CRA's requirement for expenditures on charitable activities. The capital accumulation rule in the Income Tax Act requires that all registered charities spend at least an amount equal to 3.5% of the value of all properties not currently used in charitable activities (investment assets) on their charitable activities each year.
6. The cost-effectiveness of the JLC's fundraising program will be reviewed regularly by the Board.

Monitored by: Finance Vice President

**Policy Revisions -
Approval Required By:** Board

Effective Date of Policy: October 2010
Refers to the Canadian Centre for Philanthropy's "Ethical Fundraising and Financial Accountability Code"
Cross Reference: Bylaw 10.2

Junior League of Calgary Policies

Policy Heading: FINANCIAL

Policy Title: 5.11 Credit Card Transactions

Scope: All Members

Value Statement: The JLC values the financial support of members and supporters and wishes to ensure the validity and security of all credit card numbers processed through the merchant account.

Expectations:

1. Telephone requests to process funds on a credit card do not need to be accompanied by the card holder's signature.
2. Once a transaction is complete, the credit card number, CSC (3-digit number on back of card), and expiration date will be destroyed. All authorization forms will be secured and stored as financial records for the year in which the transaction is processed.

Monitored by: Finance Vice President

**Policy Revisions -
Approval Required By:** Board

Effective Date of Policy: March 2014

Junior League of Calgary Policies

Policy Heading: FINANCIAL

Policy Title: 5.12 Honorariums: Training and Service Fees

Scope: All Members

Value Statement: The JLC values the contribution of individuals who provide training.

Expectations:

1. When an outside speaker provides training for JLC members and a fee is not charged for the training, an honorarium of:
 - A. Up to \$100 or a JLC-related gift may be provided or;
 - B. A \$100 donation may be made by the JLC on behalf of the trainer to a charity of the trainer's choice plus a JLC-related gift.

2. When outside services are provided for JLC members and a fee is not charged for services, an honorarium of:
 - A. Up to \$100 or a JLC-related gift may be provided or;
 - B. A \$100 donation may be made by the JLC on behalf of the service provider to a charity of the service provider's choice plus a JLC-related gift.

3. When the JLC is requested to provide training to another organization, any expenses related to providing the training will be charged to that organization. In addition to the expenses, a fee of up to \$200 may be charged by the JLC.

Monitored by: Finance Vice President

**Policy Revisions -
Approval Required By:** Board

Effective Date of Policy: November 2012

Junior League of Calgary Policies

Policy Heading: FINANCIAL

Policy Title: 5.13 Travel Expenses

Scope: All Members

Value Statement: The JLC values the benefits members receive when attending conferences and wants to ensure the members are adequately reimbursed for expenses incurred.

Expectations:

1. When a JLC member is traveling to/from a conference, expenses to transport the member to/from the airport shall be reimbursed with a receipt for the cost incurred.
2. A JLC member attending a conference shall be reimbursed for meals not included in the conference agenda at the rate of \$20 per meal (taxes and gratuity inclusive), with no more than three (3) meals being requested for reimbursement for a given day. No alcoholic beverages may be included in this amount.
3. A JLC member shall submit an expense claim for reimbursement of the above amounts within 30 days of completion of travel, which includes authorization by the Member Development Chair for payment.

Monitored by: Membership Vice President and Finance Vice President

**Policy Revisions -
Approval Required By:** Board

Effective Date of Policy: March 2014

Junior League of Calgary Policies

Policy Heading: FINANCIAL

Policy Title: 5.14 Tax Receipts for Out of Pocket Expenses

Scope: All Members

Value Statement: The JLC values the financial support of members and donors and wishes to demonstrate control in the uses of our resources for charitable purposes.

Expectations:

1. The JLC can reimburse a member or donor for the expenses incurred on behalf of the JLC and later accept the return of the payment(s), either in full or in part, as a gift, provided that the amount is returned voluntarily.
2. A member or individual donor may not receive a tax receipt in the amount of the expenses in lieu of reimbursing the expenses. A tax receipt will only be issued after an exchange of cheques - the JLC writes a cheque to the member or donor reimbursing the expenses and the member or donor writes a cheque back to the JLC for the equivalent or lesser amount. This provides documentation for both parties as well as for fulfilling governmental requirements.
3. The JLC will reimburse for committee expenses approved in accordance with JLC procedures. Only those expenses which have been approved will be eligible for tax receipting.

Monitored by: Treasurer and Finance Vice President

Policy Revisions – Approval Required by: Board

Effective Date: March 2014

Junior League of Calgary Policies

Policy Heading: FINANCIAL

Policy Title: 5.15 Signatures/ Reimbursements to Self

Scope: Finance Team, Officers, Members

Value Statement: The JLC values the responsible use of our financial resources.

Expectations:

1. All cheques drawn on JLC bank accounts up to the amount of \$2,000 shall require only one signature of any of the following: Finance Vice President, President, President-Elect, Treasurer or any such member as the Board may designate.
2. All cheques drawn on JLC bank accounts in amounts greater than \$2,000 shall be signed by any two of the following: Finance Vice President, President, President-Elect, Treasurer and any such member(s) as the Board may designate, with none of these signatures being placed on a blank cheque. Payment requests for billed amounts exceeding \$2,000 may not be divided.
3. No member may approve reimbursements to herself or any company/vendor personally connected to her.

Monitored By: Finance Vice President

**Policy Revisions -
Approval Required By:** Board

Effective Date of Policy: August 2010

Junior League of Calgary Policies

Policy Heading: FINANCIAL

Policy Title: 5.16 Use of Funds and Property/Borrowing Powers/Negotiable Instruments/Acquisitions

Scope: All Members

Value Statement: The JLC values the financial support of members and donors and wishes to demonstrate control in the use of our resources for charitable purposes.

Expectations:

1. Use of Funds and Property:

The funds and property of the JLC shall be used and dealt with for its legitimate purposes only and in accordance with its Bylaws **as per Article 10.2 of the Bylaws and Policy 5.10.**

2. Borrowing Powers:

For the purpose of carrying out its objectives, the JLC may borrow, raise or secure the payment of money in such manner as it thinks fit, and in particular, by the issue of debentures, but this power shall be exercised only under the authority of the Bylaws of the JLC, and in no case shall debentures be issued without the sanction of a Special Resolution of the JLC. **See Article 17.2.1 of the Bylaws and Policies 5.10 and 7.3.1.**

3. Negotiable Instruments:

For the purpose of carrying out its objectives, the JLC may, subject to its Bylaws, draw, make, accept, endorse, discount, execute and issue promissory notes, bills of exchange or transferable instruments. In no case shall these transactions take place without the sanction of a Special Resolution of the JLC **as per Article 17.2.1 of the Bylaws and Policies 5.10 and 7.3.1.**

4. Acquisitions:

The JLC may acquire and take by purchase, donation, bequest or otherwise all kinds of real estate and personal property, and may sell, exchange, mortgage, lease, let, improve and develop the same, and may erect and maintain any necessary buildings. In no case shall these transactions take place without the sanction of a Special Resolution of the JLC. **See Article 17.2.1 of the Bylaws and Policies 5.10 and 7.3.1.**

Monitored By: Treasurer and Finance Vice President

**Policy Revisions -
Approval Required By:** Board

Effective Date of Policy: October 2010

Junior League of Calgary Policies

Policy Heading: FINANCIAL

Policy Title: 5.17 Member Expenses in Fulfillment of Requirements

Scope: All Members

Value Statement: The JLC values the contributions members make in support of its Mission and wishes to promote financial awareness and assure fair and equitable reimbursement.

Expectations:

Reimbursement of Expenses

1. All spending must relate to budgeted items and be supported by receipts and/or invoices and accompanied by the Reimbursement and Cheque Request Form.
2. All expense reimbursement requests must be submitted to the Committee Chair for approval within 30 days of the date of expense. After Committee Chair's approval, the claims should be forwarded to the Treasurer for reimbursement.
3. All expenses relating to the current fiscal year shall be submitted no later than May 31. The JLC will not be responsible for any submissions received more than 30 days following the fiscal year end (June 30).

Fulfillment of Requirements

1. Incidental expenses incurred by members in fulfillment of their JLC requirements will be borne by the member. Examples of these include but are not limited to childcare costs, parking fees and Police Information Check application fees.
2. In the event of unique circumstances, the Board may elect to reimburse a member for a specific expense. It is then the member's responsibility to submit the request for reimbursement in accordance with JLC procedures.

Monitored By: Treasurer and Finance Vice President

**Policy Revisions -
Approval Required By:** Board

Effective Date of Policy: March 2014

Junior League of Calgary Policies

Policy Heading: MOTIONS and VOTING

Policy Title: 6.1 Motions Requiring Notice

Scope: All Members

Value Statement: The JLC values the importance of giving the Membership adequate time to reflect and make an informed decision on motions involving membership time or money.

Expectations:

1. All motions coming before the Voting Members involving member time or member money require a notice of at least 21 days ***as per Bylaw 6.3.1.***
2. Any member may move to waive notice and, if so approved by a majority vote of the Voting Members present in person (via a show of hands) or by proxy, the motion may be presented without notice.
3. If notice is waived, then the vote on the motion shall be taken by Secret Ballot, unless otherwise determined by the majority of the Voting Members present in person (via a show of hands) or by proxy.

Monitored By: President

**Policy Revisions -
Approval Required By:** Board

Effective Date of Policy: March 2014

Junior League of Calgary Policies

Policy Heading: MOTIONS and VOTING

Policy Title: 6.2 Voting on Programs

Scope: All Members

Value Statement: The JLC values the importance of making an informed decision to ensure a program is chosen that members are willing to support.

Expectations:

1. Background Research

The Program Development Committee will keep the Members informed about progress toward potential program development. Updates shall include information regarding:

- A. Goal of potential program
- B. Proposed partner
- C. Number of members required to staff the program
- D. Time of day and hours per week members will be required to work
- E. Financial resources required

During this process the General Membership will be asked for feedback to ensure all ideas being pursued are of interest.

2. Program Development

The Program Development Committee will follow the guidelines **as per Policies 4.1, 4.2 and 4.3.**

3. Voting Procedures

A Notice of Extraordinary Resolution will be presented by the Community Co Vice President at least 21 days in advance of the vote on the program **as per Policies 6.1 and 6.3 and Bylaw 6.5.**

Monitored By: Community Co Vice Presidents

**Policy Revisions -
Approval Required By:** Board

Effective Date of Policy: April 2011

Cross-reference: Policies 4.1, 4.2, 4.3, 6.1 and 6.3 and Bylaw 6.5

Junior League of Calgary Policies

Policy Heading: MOTIONS and VOTING

Policy Title: 6.3 Motions Requiring Extraordinary Resolutions

Scope: All Members

Value Statement: The JLC values the importance of voting on extraordinary resolutions.

Expectations:

1. Extraordinary resolutions are required for any motions concerning:
 - A. The initiation, continuation or termination of a program.
 - B. Changes to fees or dues.
2. An extraordinary resolution requires approval by a motion passed by two thirds of the Voting Members present in person (via a show of hands) or by proxy at a General Meeting of which notice has been duly given.

Monitored By: President

**Policy Revisions -
Approval Required By:** Board

Effective Date of Policy: March 2014
Cross reference: Bylaw 6.5.6

Junior League of Calgary Policies

Policy Heading: MOTIONS and VOTING

Policy Title: 6.4 Motions Requiring Quick Endorsement Resolutions

Scope: Board

Value Statement: The JLC values the importance of being able to quickly respond to a local, provincial or national issue.

Expectations:

1. A quick endorsement resolution means a motion passed by the Board that allows the President to speak or take action on behalf of the General Membership on a local, provincial or national issue.
2. Notification of the approval of a quick endorsement resolution shall be made to the General Membership but ratification of the same is not mandatory.

Monitored By: President

**Policy Revisions -
Approval Required By:** Board

Effective Date of Policy: April 2011
Cross Reference Bylaw 6.5.6

Junior League of Calgary Policies

Policy Heading: MOTIONS and VOTING

Policy Title: 6.5 Voting Eligibility

Scope: All members

Value Statement: It is important for members to understand and exercise their voting rights at all JLC meetings.

Expectations:

1. Voting at Team or Committee meetings:
 - A. The Team Vice President or Committee Chair has no vote, except to break a tie **as per Bylaw 6.5.5.**
 - B. All other Team or Committee members may cast one personal vote.

2. Voting at Board meetings:
 - A. The President has no vote, except to break a tie.
 - B. Any member may attend a Board meeting, but only Directors (except President) are eligible to vote **as per Bylaw 8.3.6.**
 - C. If there are Co- Vice President's, only one Vice President may vote.
 - D. A Vice President cannot designate a member of her Team to vote in her place.

3. Voting at General Meetings **as per Bylaw 6.4 and 6.5:**
 - E. All Active Members and the Sustainer Vice President may vote.
 - F. The President has no vote, except to break a tie **as per Bylaw 6.5.5;** or as necessary at the Team level **as per Policy 7.2.5.**

Monitored By: President

**Policy Revisions -
Approval Required By:** Board

Effective Date of Policy: March 2014

Junior League of Calgary Policies

Policy Heading: GOVERNANCE

Policy Title: 7.1 Outcomes

Scope: All Members

Value Statement: The JLC Mission, Vision, Values, Focus Area and Issue Area describe our organizational outcomes at the highest level and guide all activity in the JLC.

Expectations:

1. JLC Vision:

The Junior League: Women Around the World as Catalysts for Lasting Community Change

2. JLC Mission:

The Junior League is an organization of women committed to promoting voluntarism, developing the potential of women, and improving communities through the effective action and leadership of trained volunteers. Its purpose is exclusively educational and charitable.

3. JLC Values:

- A. Commitment
- B. Community
- C. Friendship
- D. Integrity
- E. Leadership
- F. Training

4. JLC Issue Area:

Youth at Risk

5. JLC Focus Area:

Empowering Calgary's vulnerable youth through education and support

6. JLC Community Impact Area:

13% of Calgarians are between the ages of 15 and 24 of which one in five are vulnerable due to factors such as poverty, domestic instability and traumatic experiences.

The JLC's community-based programs are dedicated to providing youth with life skills, parenting skills and healthy lifestyle knowledge.

7. The JLC Strategic Plan outlines goals, strategies and actions to direct JLC activity towards meeting these outcomes. All activities of the JLC, including new program proposals and any disbursement of funds, must further the JLC outcomes.

Monitored By: Board

**Policy Revisions -
Approval Required By:** Voting Members

Effective Date of Policy: October 2013

Junior League of Calgary Policies

Policy Heading:	GOVERNANCE
Policy Title:	7.2 JLC Organizational Structure
Scope:	General Membership
Value Statement:	The JLC values an effective and efficient organizational structure that supports our mission as both a training and community service organization.

Expectations:

1. The JLC shall be made up of a Board, Teams, Committees and Special Committees.
2. The Community Team is responsible for all community activities, including researching, developing and overseeing community programs.
3. The Finance Team is responsible for managing the finances of the League, including all its financial accounts, bookkeeping, forecasting, budgeting, donations and grants. It also manages and runs ongoing fundraisers and researches and plans new fundraising activities when necessary. The Finance Team also oversees tenant issues, including collecting rent and negotiating the lease contract, as well as handles all issues relating to building and property maintenance.
4. The Membership Team is responsible for the nominating, placement, training and management of all Provisional, Active and Active Sustaining Members. The Team shall also be responsible for the recruitment of new members as well as member recognition, JLC Awards and socials.
5. The Communications and Development Team is responsible for managing all internal and external communications in accordance to the League's communications strategy. The team shall also be responsible for member training and development.
6. The President shall act as ex-officio member to all Teams and Committees.
7. Ad Hoc Committees are Special Committees formed on a temporary basis at the discretion of the Board. They are dissolved when their duties are completed. The President shall have full power to appoint the Chairperson and members of the Ad Hoc Committee with the approval of the Board. The Ad Hoc Chair will sit on the appropriate Team, have a vote and report back to the Board.
8. The Human Resources Committee is a Board workgroup consisting of the President, President-Elect and Finance Vice President, and is responsible for all staff appointments. The Community Co Vice Presidents will also be a part of this Committee if there is paid staff coordinating a project.

Monitored By: President

**Policy Revisions -
Approval Required By:** Board

Effective Date of Policy: March 2014

Junior League of Calgary Policies

Policy Heading:	GOVERNANCE
Policy Title:	7.3 Role and Responsibilities of the Board
Scope:	Board
Value Statement:	The JLC values clearly defining the role and responsibilities of the Board, whose job is to lead the organization toward a desired vision and ensure that it occurs.

Expectations:

The Board's specific contributions are unique to its trusteeship role and its duty of care and are necessary for the JLC's proper governance and management.

The Board will therefore:

1. Have a vision of what they want to achieve for the organization.
2. Adopt a Strategic Plan that will guide the League towards this vision and goals.
3. Ensure that Team Vice Presidents work with members to carry out this vision and goals.
4. Review annually and evaluate the achievements of the organization.
5. Be the link between members, partners and all other stakeholders.
6. Govern with excellence and be accountable to the General Membership for all its decisions and actions.
7. Be accountable to the community for the integrity of its programs.
8. Exercise fiduciary care and responsibility.
9. Review on an annual basis the Board's own performance.
10. Monitor and review all Operational Policies, with intervals between reviews being no more than three years from the previous review date, and develop new policies as required.
11. Comply with all Bylaws and Operational Policies.

Monitored By:	President
Policy Revisions - Approval Required By:	Board
Effective Date of Policy:	December 2010

Junior League of Calgary Policies

Policy Heading: GOVERNANCE

Policy Title: 7.4 Board Responsibilities combined with 7.3

Removed: December 2010

Junior League of Calgary Policies

Policy Heading:	GOVERNANCE
Policy Title:	7.5 Board Code of Conduct
Scope:	Board
Value Statement:	Board members must behave in an ethical, professional and responsible manner in all aspects of their work.

Expectations:

1. Conduct:
 - A. Directors will conduct themselves in an ethical, professional and responsible way at all JLC related activities.
 - B. Directors will work with other members and JLC staff in a courteous, cooperative and respectful manner.
 - C. Inappropriate conduct, including any actions that may be injurious to the reputation of the JLC or may incur liability to the JLC, is cause for action that may include removal from the Board and/or probation or termination of membership.

2. Conflict of Interest:
 - A. A Director's first responsibility is to the Board and must not be in conflict of interest with any Team or Committee, Junior League staff, special interest group(s) or outside boards.
 - B. Directors must avoid any conflict of interest in their fiduciary responsibility. There must not be any private business conducted between any Director and the organization except as procedurally controlled to assure openness, competitive opportunity and equal access to inside information.
 - C. Directors must not use their positions to obtain employment within the organization for themselves, family members or close associates. Should a Director or family member or close associate of a Director be considered for permanent employment with the JLC, the Director must declare the relationship and abstain from Board deliberation, voting and access to applicable Board information regarding such employment.

3. Authority:
 - A. Directors may not attempt to exercise individual authority over the organization except as explicitly set forth in board policies.
 - B. Directors' interaction with the Teams must recognize the lack of authority of any individual Director or group of Directors except as noted in the policies.
 - C. Directors will judge the performance of the Teams only by those standards established in the policies.

4. Other:
 - A. Directors will not speak on behalf of the Board unless authorized by the President.
 - B. Directors will sign the Board of Directors' Code of Ethics and the Board of Directors' Pledge.
 - C. Directors (including the Vice President - Sustainers) will have their Police and Child Intervention Record Checks current at the time of being elected to the Board. (Cross reference Policy 3.9)

Monitored By: President

**Policy Revisions -
Approval Required By:** Board

Effective Date of Policy: December 2010

Junior League of Calgary Policies

Policy Heading: GOVERNANCE

Policy Title: 7.6 Role of the President

Scope: Board

Value Statement: The JLC values clearly defining and communicating the role of the President to the Board and the General Membership.

Expectations:

1. The President is responsible for the integrity of the JLC process and its adherence to our Mission.
2. The President is the only member authorized to speak for the Board and the General Membership, other than in specifically pre-arranged circumstances.
3. The President may represent the Board to outside parties either in announcing JLC approved positions, promoting events, or in stating Team decisions and interpretations within the areas delegated to her.
4. The President is responsible for ensuring that the Board behaves consistently with its own rules and those legitimately imposed upon it from outside the organization, and that:
 - A. Board meeting content will only be those issues, which according to the policies, are part of the Board's mandate.
 - B. Deliberation will be efficient, timely, fair, orderly and thorough.
 - C. Roberts' Rules of Order are observed except where the Board has superseded them.
5. The President may only make those decisions on behalf of the Board, which fall within, and which are consistent with, Board policies on Governance.
6. The President is empowered to chair Board and General Meetings.
7. All requests for League members to assist other organizations with their activities, fundraising, petitions or appointments shall be forwarded to the President, who shall delegate such requests to the appropriate Team with her recommendation as to whether it is an appropriate activity in which the League should participate.

Monitored By: Board

**Policy Revisions -
Approval Required By:** Board

Effective Date of Policy: December 2010

Cross reference: Policy 2.1 Internal and External Communications

Junior League of Calgary Policies

Policy Heading:	GOVERNANCE
Policy Title:	7.7 Nominating and Placement Committee
Scope:	General Membership
Value Statement:	The JLC values a transparent and fair process for nomination and/or placement of Active Members.

Expectations:

1. There shall be a Nominating and Placement Committee.
2. No member shall be nominated to be Chair of the Nominating and Placement Committee unless she has previously served on the Nominating and Placement Committee. The Chair is nominated by the Nominating and Placement Committee and approved by the Vice President Membership.
3. Nominating and Placement Committee reports to the Vice President Membership.
4. Nominating duties include:
 - A. Interviewing all Active and Provisional members for Board interest;
 - B. Preparing a single slate of candidates for the Officers of the JLC;
 - C. Preparing a single slate of candidates for the Nominating and Placement Committee;
 - D. Nominating Chairs of all standing and special Committees;
 - E. Nominating delegates for leadership and training conferences to be attended by League Members (the exceptions being the AJLI Annual Conference and Fall and Winter Leadership Conferences where the President and/or the President-Elect automatically attend).
5. All Committee Members have one (1) vote with the exception of the Vice President of Membership, who may vote to create or break a tie, but otherwise has no vote.
6. The Nominating and Placement Chair is responsible for putting forth the slate of candidates to the voting membership.
7. Placement duties include:
 - A. Interviewing all Active and Provisional Members at regular intervals in order to plan their desired placement choices;
 - B. Placing of all Members who have not accepted nominated positions; and
 - C. Keeping uniform records of an individual's League career.

Monitored By:	President and Membership Vice President
Policy Revisions - Approval Required By:	Board
Effective Date of Policy:	March 2014