



GHHS

**Government House Historical Society Inc.
Policy Manual
June 2018**

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Definitions

In these policies, the following definitions shall hold:

- 1) The name of the society shall be the Government House Historical Society Inc. (the “Government House Historical Society” or “GHHS” or the “Society”), incorporated pursuant to *The Non-profit Corporations Act, 1995*.
- 2) “Board” shall mean the Board of Directors of the Government House Historical Society.
- 3) “Director” shall mean a member of the Board of Directors of the Government House Historical Society. The term shall be deemed to include both elected and appointed Directors.
- 4) “Member” shall mean a person who qualifies according to Article 4 of the bylaws. The term shall be deemed to include both individual and corporate members.
- 5) “Volunteer” shall mean a person that donates their time or expertise to support the Society in its activities. No remuneration is given.
- 6) “The House” shall mean the government operated Government House located at 4607 Dewdney Avenue, Regina, Saskatchewan.

Advertising & Promotion:

- 1) Each committee to include advertising and merchandising within their budget, if required, that would then be submitted to the Board. GHHS events should always be featured on our website and Facebook page.
- 2) Due consideration should be given to local and provincial advertising regarding Society events. e.g. – country paper circuit, Museums Association.
- 3) Requests for donations from outside organizations will be considered as received on individual merit.

Communication/Media

- 1) Information needs to be current and relevant. Permission of the individual(s) must be received prior to posting photos and information.

Website, Facebook and other Social Media:

- a) Costs will be covered by the Society to maintain an up-to-date, easy to navigate website.

Society Times:

- b) The Society Times, in its entirety, will not be posted on the website. Short excerpts may be posted, at the discretion of the editor(s).

Criminal Record Check

- 1) Prior to accepting a nomination for the Board of Directors, all applicants are required to provide a copy of an acceptable current Criminal Record Check. Persons who have accepted a nomination from the floor at the Annual General Meeting must submit a Criminal Record Check within 30 days of the Annual General Meeting.

2) Members or volunteers that are in direct contact or supervision of Vulnerable Persons, according to Section 6.3 (1) and Section 6.3 (3) of the Criminal Records Act, require a valid Vulnerable Sector Check prior to volunteering.

3) All Criminal Record Checks and Vulnerable Sector Checks would be considered valid for 5 years. A copy of valid Checks that have been conducted for other organizations will also be accepted. For Board members, an annual sign-off if nothing has changed since their Criminal Record Check, would be at the first Board meeting after the Annual General Meeting. For other volunteers, their annual sign-off if nothing has changed since their Criminal Record Check and Vulnerable Sector Check, would be at a specified date set by the Board.

Employees

1) Full time and casual employees will have appropriate deductions taken and remitted for CPP, EI, and income tax as per CRA requirements. Vacation pay benefits will be according to provincial legislation.

2) All employees are covered by Workers' Compensation Board (WCB). All volunteers under the age of 80 are covered by liability insurance.

3) As a non-profit organization, we are not obligated to provide other benefits.

4) Full time employees report directly to the Board. Casual employees report to their Committee Chair.

Financial

1) If external part-time assistance is required (e.g. – bus boys) for Society functions, they be paid according to applicable provincial legislation, at a rate determined by the organizing Committee and approved by the Board. Note – provincial legislation states that students who are still in attendance at school are not required to be paid a minimum of 3 hours during the school year.

2) Discussion with the Committee Chair to occur prior to purchases being made.

3) Committee chairs will approve all committee expenditures prior to submission to the treasurer for payment.

4) Invoices and statements must be reviewed by the committee chair or designate and/or president and treasurer for business accounts.

5) Upon presentation of a travel claim, Society members or volunteers that incur mileage and parking expenses for Society work will be reimbursed. Parking will be according to the receipt, and mileage at a rate to be determined by the Board. Meal costs will not be reimbursed.

6) Members or volunteers requiring a CRC or VSC will be reimbursed upon presentation of original receipt.

7) Committee chairs and/or designated individual who require a corporate credit card will be issued one, upon Board discretion, with a limit determined by the Board. Cards can only be used for Society business. The cards will not be set up with a cash advance capability. Debit cards will not be permitted.

8) Each committee shall present a budget for the forthcoming year, as well as a current inventory list, at the first Board meeting of the calendar year.

9) Budgets for the previous 2 years shall be retained by Committee chairs and filed in the office, and made available to their successors.

10) Any monies collected during an event must be counted at the conclusion of the event independently by 2 people and signed off, and stored securely at the House. For an event of more than one day, monies must be securely stored at the House overnight, unless taken for deposit by the Treasurer or designate. The Treasurer or designate is the only individual allowed to remove GHHS monies from the premises.

11) For an event held away from the House, any monies collected during the event must be counted at the conclusion of the event independently by 2 people and signed off, and becomes the responsibility of the event organizer or designate until it can be given to the Treasurer.

12) Requests from the House for expenditures will be addressed individually upon their merit.

Insurance

1) Fire and theft insurance coverage should be only for approved storage in the House, or approved business rental storage off-site.

2) The Society shall hold liability insurance.

Membership/Volunteers

1) Membership will be due 1 year from your time of payment e.g. March to March, or October to October.

2) Jocko's members, as defined by their committee terms of reference, shall be non-voting members of the Society.

3) The membership committee and the treasurer shall meet annually to review membership categories and associated fees against the budget and existing account.

4) Membership benefits, e.g. tea coupon, shall be accrued to the GHHS budget.

5) Volunteers may be a member of a committee without being a member of the Society and may represent the Society when delegated by their committee.

Purchasing/Supplies

1) Circumstances that require use of a home printer may submit receipts for ink/toner replacement to the Board for consideration of reimbursement. Board and committees are to include an line item in their budget to capture this cost.

2) Donations in the collection box at the entranceway of the House are held In Trust by GHHS for purchases requested by the House. These purchases must be approved by the GHHS Board.

3) Satisfaction with current/preferred suppliers will be evaluated on an ongoing basis and alternate suppliers investigated as required.

Record Keeping and Inventory

1) Canada Revenue Agency ("CRA") requires there be a copy of the agenda and minutes for all Board and committee meetings on file. These records shall be kept in the office. Committee reports are appended to the Board minutes.

- 2) All financial records and Board minutes are to be retained for a minimum of 7 years, to comply with CRA requirements. After 7 years, financial spreadsheets and minutes shall be kept electronically where applicable. Other archival records to be retained as deemed necessary.
- 3) Each committee will keep a binder in the office with their Terms of Reference, members listed on a separate sheet, inventory if applicable, agenda and minutes.
- 4) Current and previous year information should be kept in the office for a minimum of 2 years. Older information to be moved to storage, subject to space availability. It is the responsibility of the chair of each committee to ensure their information is kept current.
- 5) An inventory listing shall be kept within each committee binder. An inventory list for shared items shall be maintained in the office. All inventory shall be conducted on an annual basis and presented to the Board at the first meeting of the calendar year.

Training sessions, conferences

- 1) Any Board member, volunteer or employee of GHHS wishing to attend a course must complete and submit the GHHS request form to the Board for approval prior to registration for said course. Reimbursement of costs will be made upon submission of original receipts.
- 2) Active volunteers who handle food while engaged in GHHS events and committees may have the cost of the Safe Food Handling course reimbursed upon submission of receipt or original of certificate to the Board.