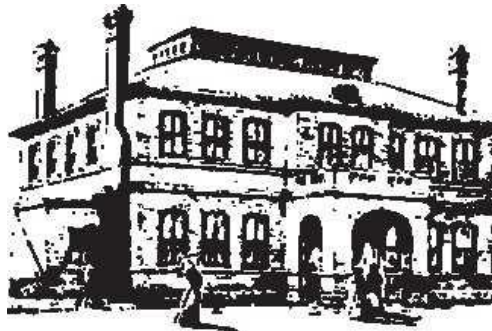


Government House Historical Society Inc.
Policy Manual
November 2022



GHHS

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These are the policies approved by the Board of Directors of Government House Historical Society. They are applicable to all current members, volunteers and for activities of the Society. As policies are changed, this document will be updated.

GHHS will follow the policies of Government House, as defined by their current policy manual. As these policies are changed, this document will be updated.

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 Social Media 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, and 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).

Conflict Resolution Strategy

1) If two or more volunteers/members/individuals are unable to resolve a conflict themselves, then they would follow the hierarchy as follows:

- Take it to the Committee Chair or the Volunteer Coordinator/ Administrative Assistant.
- If unable to resolve, or the conflict involves a Committee Chair or the Volunteer Coordinator/ Administrative Assistant, it would be taken to the President.
- If unable to resolve, it would be taken to the Board of Directors.
- If the conflict involves a member of the Board, that individual would be asked to not be present at the portion of the Board meeting where the conflict is being discussed.

2) Concerns may be received in a number of acceptable formats, and will be responded to if they are not anonymous. If the concern is made verbally and cannot be resolved at the level of the committee chair or Volunteer Coordinator/Administrative Assistant, it would then be required to be submitted in writing for later stages of resolution.

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. A copy of valid Checks that have been conducted for other organizations will also be accepted. Criminal Record Checks for Board members would be considered valid for the duration of their term in office. 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.

2) Members or volunteers who 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. All Vulnerable Sector Checks would be considered valid for 5 years. Annual sign-off, if nothing has changed since their 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/contract workers report directly to the Board via the President. 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) Prior to purchases being made, outside of budgeted items, approval of the Committee Chair is required.

- 3) All committee expense claims will be approved by the Committee Chairs prior to submission to the treasurer for payment.
- 4) Invoices and statements for business accounts must be reviewed and approved by the president or treasurer prior to payment.
- 5) Circumstances that require travel on behalf of the GHHS must be pre-approved by the Committee Chair. Parking will be according to the receipt, and mileage at a rate to be determined by the Board at the time. These must be submitted to the Treasurer for Board approval. Meal costs will not be reimbursed.
- 6) Members or volunteers requiring a Criminal Record Check or Vulnerable Record Check will be reimbursed upon presentation of original receipt.
- 7) Committee chairs and/or designated individuals 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 itemized inventory list, at the second 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) 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.
- 3) As the insurance policy is determined by the value of the inventory on hand, any significant changes to the inventory is to be reported to the Board so appropriate adjustments can be noted.

Membership/Volunteers

- 1) Membership renewal 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 as required to review membership categories and associated fees against the GHHS consolidated budget.
- 4) Membership benefits, e.g. tea coupon, shall be accrued to the consolidated GHHS budget.
- 5) Committee chairs shall be members of the Society.
- 6) 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) In circumstances that require use of a home printer, a member or volunteer may submit receipts for ink/toner replacement to the Board for consideration of reimbursement. Board and committees are to include a 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 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 shall keep a binder in the office with their Terms of Reference, Operating Procedures, members listed on a separate sheet, permanent/non/perishable 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 second meeting of the calendar year.

Training sessions, conferences

- 1) Any Board member, volunteer or employee of GHHS wishing to attend a course must submit a request 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 shall have the cost of the Safe Food Handling course reimbursed upon submission of receipt or original of certificate to the Board.
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Duties of the Board of Directors

1) President

The President shall:

- * Call meetings on a regular basis
- * Chair all Board meetings, and the Annual General Meeting of the Society
- * Enforce compliance with the bylaws and policies of the Society
- * Be an ex-officio member of all committees (other than the nominating committee)
- * Submit a report to the Annual General Meeting, summarizing the activities of the year under review
- * Represent the Society, as requested, at media functions.
- * Deal with Society issues as they arise.
- * Prepare contract renewal and perform annual review of the Volunteer Coordinator. Secure grant funding from the government for the coordinator's salary.
- * Recommend a GHHS member to be appointed as a Trustee of the Government House Foundation.

2) Vice-President

The Vice-President shall:

- * Perform the duties of the President in his/her absence or inability to act and, while so acting, shall have all the powers and be subject to all the responsibilities of the President
- * Perform such duties as may be assigned to the Vice-President

3) Secretary

The Secretary shall:

- * Record and file the minutes of the Society
- * Be responsible for general correspondence of the Society
- * Receive and compile into a single package, all reports for the Annual General Meeting. Forward to the appropriate individual for posting to the members only section of the GHHS website.
- * Ensure all correspondence is filed in the official records of the Society.
- * Perform any other duties that will be required

4) Treasurer

The Treasurer shall:

- * Ensure that financial records are maintained
- * Ensure that the Board is kept informed of all receipts, disbursements and financial commitments of the Society
- * Ensure that an annual statement is prepared and a statement is printed and distributed at the Annual General Meeting
- * Receive all dues and monies payable to the Society, keep full and accurate records of such receipts. Deposit such monies in the bank, trust company or credit union that has been authorized by the Board.
- * Pay all bills and accounts of the Society. Any bill or account that exceeds the budget must be approved by the Board prior to payment. The signatures of two of the three appointed Board members must cover cheques issued.
- * Maintain a set of books and records of the financial affairs of the Society which will be available for examination by any member of the Society upon reasonable request.
- * Prepare financial statements for presentation to the Board at its regular meetings.
- * Chair the Finance Committee: Prepare a budget and estimate expenditures to the Board.

5) Past President

The Past President shall:

- * Act as counselor to the Board of the Society
- * Serve as chair of the nominating committee

6) Directors at Large

The Directors at Large shall:

- * Fulfill the responsibilities of being informed about and of participating in the affairs of the Society.

Appendix A – How to Conduct a Meeting

Meetings

A meeting is defined as the coming together of two or more persons formally or informally for the purpose to debate certain issues and problems, and to make decisions.

A meeting is properly constituted and valid when the following conditions are satisfied:

- The person calling the meeting has the authority to do so
- Proper notice was given to every person entitled to attend the meeting
- A quorum is present; and
- The rules and regulations or the bylaws of the organization or society are observed.

Notice

For a meeting to be valid, a notice of meeting must be sent to all persons entitled to attend. Apart from special provisions in the rules of the organization, even accidental omission to give notice will invalidate the proceedings. The bylaws of the organization should state the preferred method of giving notice; if they are silent on this point, notice should be given by ordinary mail, electronic mail or phone call. Notices sent by post, if properly addressed, are deemed to be effected 24 hours after mailing.

A notice of meeting should be sent well in advance of the date to allow the people concerned to plan ahead and allocate time.

If the bylaws of an organization stipulate that a certain number of days' notice must be given, the word "days" is taken to mean clear days, i.e., excluding the day the notice is mailed and the day the meeting is to be held. The notice must include the following details:

- Date
- Time; and
- Location of the meeting.

The time and location must be reasonable otherwise the meeting could be ruled invalid. The notice of meeting should preferably include the major items of the agenda.

Opening the Meeting

Meetings should begin on time. Officers, particularly the chairperson, should respect the start time so that business can be conducted efficiently.

The person chairing the meeting must be seen and heard by all participants and should be positioned accordingly. The secretary should take a place near the chair. After establishing that a quorum is present, the chair calls the meeting to order and it officially begins. To open the meeting the person chairing will state "**The meeting will please come to order.**"

If a quorum is not present, the meeting can be adjourned, or it can proceed with non-binding discussion, and no motions.

Order of Business

At some meetings the chair may make certain announcements before the group begins business; for example, introduce any guests at the meeting, express congratulations or condolences, or mention other items of personal or general interest to the group. However, these announcements should be brief, and any privileged remarks must be in good taste. In large meetings these informal openings are normally bypassed.

Adoption of the Minutes

The first order of business is to adopt the minutes of the previous meeting. Usually the minutes of a meeting are presented at the next meeting for approval by, and signature of, the chair. This is known as the verification or adoption of the minutes. If they were not previously circulated, the chair asks the secretary to read or highlight the minutes, and asks for any changes or corrections. If all are satisfied that the minutes are an accurate recording, the chair requests someone to move the adoption. The motion is then seconded and put to a vote. If there are corrections or additions, the chair requests the members to agree to change the minutes. When all corrections have been approved, a member moves that the minutes be adopted as corrected. This motion is seconded, the chair requests the vote, and if the motion is carried, the secretary makes the requested changes.

If the minutes have been circulated in advance, the chair will request a motion for their adoption as circulated. If any corrections or additions are to be made, the procedure is the same as when the minutes are read.

The chair now proceeds to business arising from the minutes

Agenda

The next order of business is the adoption of the agenda. Participants should receive the agenda prior to the meeting, along with copies of any reports or briefs to be presented. Advance distribution enables members to study the items of business under consideration and allows them to come prepared for informed discussion. The agenda need not be elaborate but it should be as clear and concise as possible. The meeting participants adopt the agenda as circulated or after suggested changes or additions have been made.

A sample agenda might look like this:

<p>Agenda of <u>(named)</u> committee Date, Time</p> <ol style="list-style-type: none">1. Call to Order2. Approval of Agenda3. Approval of Minutes from Previous Meeting4. Business Arising from Previous Minutes5. Report of Directors – President, Treasurer, Special Assignment6. Report of Committees7. New Business8. Date of Next Meeting and Reports Due9. Adjournment

Minutes

Minutes shall be kept to serve as a record of the decisions made. Minutes also constitute an authority for the actions of the officers of the organization. The form used for minutes should include:

- Date, time and location of the meeting
- Name of the presiding officer
- Names of all in attendance or enough names to indicate the attendance of a quorum; at large meetings, members can sign a register or roll as they enter the meeting room
- Name of the secretary
- Dates or other suitable identification of correspondence or documents dealt with or referred to in the course of discussion; and
- Person who makes a motion, the seconder, and whether the motion is carried or defeated.

Items such as financial statements, reports of committees or officers, and other relevant information are appended to the minutes. This may be done with a suitable reference and identification in the body of the minutes, such as Appendix I, Appendix II, etc.

The minutes record what is decided, not what is said. They are not a verbatim account of the proceedings. Each subject includes sufficient description to identify its origin and the main considerations involved. This may be followed by a brief reference to important examples used in discussion. Each item should conclude with the decision reached. The minutes should also indicate if no conclusion is reached. The following should not be recorded in the minutes:

- A motion that was moved but not seconded
- An amendment that was moved, but that was ruled out of order by the chair
- The vote count for and against a motion, unless requested by a member, or in the case of a close vote; or
- The manner in which members vote, unless a member requests that the manner of his or her vote be recorded in the minutes.

If, for any reason, a meeting ends before the agenda is completed, the remaining items should be noted in the minutes so they may be deferred to the next meeting.

Reports

Reports are an important element in the affairs of any organization. Each officer or committee should submit a monthly report on its activities to the Board and an annual report for the Annual General Meeting. Any committee or person should prepare and submit a report as soon as possible on any subject specifically referred to for consideration.

Various actions may be taken following the submission of a report:

1. If it is an information or progress report, it may be “received”, meaning the report has been accepted and duly noted.
2. A report may be “tabled”, meaning that it is received and noted, but that action on it is deferred until the next meeting; until new facts are considered; or until there is a change in circumstances. This course is taken when it is felt that the subject requires further consideration or if immediate action is inappropriate.
3. When the report contains recommendations such as the proposal of a course of action or the adoption of a policy, the adoption of the report must be moved by the presenter, seconded and voted upon. If adopted without change, the report and all recommendations contained in it are automatically approved and must be acted upon. Alterations to the report must be in the form of amendments.
4. When a report is considered incomplete or its conclusions inadvisable or unacceptable, it is referred back to the committee responsible to be reexamined, revised and presented at a later date. If the presenting committee feels that it cannot change the report, it may ask the receiving group to dissolve the committee and appoint a new one.

Motions

Motions are a method used by members to place a proposal or proposition before a meeting for discussion and decision. If, as a result of that discussion, the proposal is carried by a vote of the members, it is considered a resolution of the meeting. Motions should be presented clearly and precisely, as to the meaning of the motion. The member making the proposal will say: “I move that”, and then states the action proposed to be taken. If required, the motion should be written out and given to the chair. Once placed before the meeting, a motion cannot be withdrawn, except with the consent of the meeting. After a motion has been seconded, it is debated and voted upon. Debate must be limited to the business before the meeting. Speakers must address their remarks to the chairperson; be polite and concise; and, where possible, avoid referring to the other officers or members by name or presuming their motives. In the absence of a seconder, the motion fails and the meeting passes on to the next item of business.

Members should only bring up new information or points of view that will add to the discussion. The chair can limit discussion if no new information is being added. A speaker's list is kept acknowledging individuals in the order in which they have raised their hands. The member making the motion should have the right of last comment.

Resolutions and motions cannot be raised twice at the same meeting. All the pros and cons should have been aired before the vote.

Motions which take Precedence

Normally, a motion cannot be made while another motion is being debated. There are, however, certain types of motions that take precedence over "normal" motions:

1. Motion to Amend – A motion may be amended by a subsequent motion. If the mover and seconder of the original motion consent to the amendment, the amendment is deemed "friendly" and it does not require a seconder and is not subject to debate. If an amendment is not deemed friendly, it does require a seconder. Such a motion must then be debated and voted upon before the debate resumes on the original motion.
2. Motion to Table – This is a motion to defer further debate on the main motion until some future time. The motion requires a seconder and is debatable only as to the length of time that the main motion will remain tabled.
3. Motion to Refer – This is similar to a Motion to Table, except that instead of deferring a motion for a specific amount of time, it is deferred until advice can be sought from another body.
4. Motion to Call the Question – This is a motion to cease debate and proceed to the vote on the main motion. If there is an objection to the motion, the motion requires a seconder and is not debatable.
5. Motion to Reconsider – This is a motion to re-open debate on a motion that has already been voted upon earlier in the same meeting. This motion requires a seconder.
6. Motion to Adjourn – A motion to end the meeting.

Points

There are several special motions called "Points" that have priority over all other motions or discussion. Points are considered serious enough that a speaker may be interrupted by another individual who wished to make a Point. Points do not require a seconder.

1. Point of Order – An individual may rise on a point of order if they feel that business is proceeding incorrectly. The Chair must either agree or disagree with the point raised. An individual may also use this point if they do not understand the proceedings and/or wish to have a clarification made on a specific ruling.
2. Point of Privilege – Individuals may raise Points of Privilege if it is felt that their rights as members of the assembly have been violated. This Point can also be used if an individual is unable to participate in the discussion or because s/he is unclear on matters of procedure. **If you do not understand what is happening, you can interrupt the speaker and request clarification on a Point of Privilege.**
3. Point of Information – This Point is used to **ASK** for information that you feel is essential to your understanding of the debate. **It may not be used to give information.** The member may decide not to answer the question by refusing to yield the floor. Again, it is not in order to give someone information on a point of information.
4. Challenge to the Chair – This Point is used when an individual disagrees with the chair's ruling. The mover must state why s/he disagrees with the ruling. The chair may then give the reasoning behind the ruling. A vote is then taken to affirm the chair's ruling.

Points of order (questions of procedure) may be raised by any member of the quorum at any stage in the proceedings, whether or not they have previously spoken. The chair must rule on the validity of the question raised before proceeding with the business at hand. If the meeting participants do not respect the chair's ruling on a point of order, they can remove the chair.

Following are some general rules for conducting meetings that, if not observed, can be raised as points of order:

1. Items of business are taken in the order outlined on the agenda. Only the chair, with the consent of the meeting participants, may rearrange the order.
2. Any participant wishing to speak must be recognized by the chair and should address comments to the chair.
3. Only one person at a time may address the chair.
4. If time guidelines for meeting length, reports, and discussion do not exist, a time limit may be determined at the beginning of the meeting.
5. No debate should take place unless a motion or an amendment is before the meeting. The object of this rule is to confine discussion to the business at hand.

Voting

Decisions on the meeting's agenda are decided by majority vote. The usual methods of voting are:

By a Show of Hands: This is the most common method of voting. The chair counts the hands raised in response to the questions: "Those in favour?", "Those against?" and "Any Abstentions?" The chair then announces the count, stating "motion carried" or "motion defeated."

By Ballot: The secretary distributes slips of paper, or "secret ballots", to record the vote of each member. The secretary collects the ballots and, with another individual, tallies the results and reports to the chair, who announces the results. All ballots are to be destroyed at the end of the meeting.

By Email or Electronic Means: The Board may be required to vote on resolution(s) or motion(s) by conference call or email. The result of the resolution(s) or motion(s) will be recorded and filed in front of the minutes of the next regularly scheduled Board meeting.

The chairperson should exercise the vote to retain the status quo or when no further discussion on the matter is possible, to keep the matter open for further discussion in the committee or at a subsequent Board meeting.

In Summary, to Present a Motion:

1. Obtaining the floor
 - a. Wait until the last speaker has finished.
 - b. Rise or raise your hand and address the Chairperson by saying, "Mr. or Madam Chairman".
 - c. Wait until the Chairperson recognizes you.
2. Make the Motion
 - a. Speak in a clear and concise manner.
 - b. Always state a motion affirmatively. Say "I move that..."
 - c. Avoid personalities and stay on your subject.
 - d. In order to avoid confusion or loss of intent the member making the motion should write it out and hand it to the chair. Any clarification on wording will be accepted at this point.
3. Another member will second the motion or the Chairman will call for a second.
4. If there is no second to the motion, it is lost.
5. The Chairman States the Motion
 - a. The Chairman will say "it has been moved and seconded that ...", thus placing the motion before the membership for consideration and action.
 - b. The membership then either debates the motion, or may move directly to a vote.
 - c. Once the motion is presented to the membership by the Chairman it becomes "assembly property" and cannot be changed without the consent of the members.

6. Expanding on the Motion
 - a. The time for the mover to speak in favor of their motion is now rather than at the time it was presented.
 - b. The mover is always allowed to speak first.
 - c. All comments and debate must be directed to the chair.
 - d. The mover should have the right of last comment.

7. Putting the Question to the Membership
 - a. The Chair asks, "Are you ready to vote on the motion?"
 - b. If there is no more discussion, a vote is taken.

Obey the rules of debate.

Most importantly, *BE COURTEOUS*.