

# League of Extraordinary Albertans

## Policies & Procedures



### **POLICY #1000**

#### *1. TITLE*

##### **1.1 Board Member Interim Replacement**

#### *2. POLICY STATEMENT*

2.1 The purpose of this policy is to set out how LEA board members will fill an empty board position if a current board member resigns prior to completing their year commitment

#### *3. PROCEDURE*

3.1 According to the ByLaws the Board has the right to fill any vacancy in the interim prior to the yearly nominations at the annual meeting

3.2 This spot will automatically go up for election at the next AGM, which the general membership can then vote on

3.3 The person that fills the vacancy must be a LEA member in good standing

3.4 Each board member can provide a suggestion on who they believe would be a good candidate and why

3.5 Location of the person needs to be taken into consideration. The number of directors from a single municipality should not exceed 6.

3.6 The Board then uses these suggestions and decides as a majority agreement who they should approach with the offer to take the position, and the current President makes this offer and reports back to the board

3.7 The vacant position should be filled by the next Board meeting

3.8 The Board must be in a 2/3 majority agreement (6 votes in favor; no more than 3 opposed)

BOARD APPROVAL DATE: September 29, 2013

# League of Extraordinary Albertans

## Policies & Procedures



### **POLICY #1001**

#### *1. TITLE*

##### **1.1 Donations**

#### *2. POLICY STATEMENT*

2.1 The purpose of this policy is to set out how LEA will administer donations and to ensure the decision is made in a fair and equitable manner

#### *3. PROCEDURE*

3.1 A current Board Member can present a donation opportunity in writing to the rest of the board members, that includes

3.1.1 Name of organization or community group

3.1.2 Background to organization or group if any

3.1.3 Amount of funds requested

3.1.4 Need and purpose for the funding

3.1.5 How the funds will be allocated

3.1.6 Contact Person

3.2 The donation opportunity needs to meet LEA's standard ethos

3.3 The donation must be in the scope of the yearly budget, the treasurer reviews and advises the Board.

3.4 The Board must be in a 2/3 majority agreement (6 votes in favor; no more than 3 opposed)

BOARD APPROVAL DATE: September 29, 2013

# League of Extraordinary Albertans

## Policies & Procedures



### **POLICY #1002 – Amendment #1**

#### *1. TITLE*

##### **1.1 Policies & Procedures**

#### *2. POLICY STATEMENT*

2.1 The purpose of this policy is to set standards for creating policies & procedures for operating The League

#### *3. PROCEDURE*

3.1 A need is identified at a meeting or through communications for a policy & procedure to exist. Should there be a 2/3 majority agreement (6 votes in favor; no more than 3 opposed) in favor of creating the following steps should be followed

3.2 The Board has a preliminary discussion to set a rough plan, framework or draft of policy.

3.3 Two Board members are assigned to create draft policy.

3.4 Draft policy goes to the Board for comment. All Board members must provide feedback and discuss viewpoints.

3.5 Changes and comments are incorporated based on consensus, and the policy is once again sent to the Board for review.

3.6 The Policy & Procedures final draft can be voted in electronically on the forum with 6 votes in favor; no more than 3 opposed.

3.7 The results of electronic votes must be entered into record in the minutes of the next Board meeting.

3.8 Approved copy is sent to website coordinator to update.

BOARD APPROVAL DATE: November 10, 2015

# League of Extraordinary Albertans

## Policies & Procedures



### **POLICY #1003**

#### *1. TITLE*

##### **1.1 Board Member Leave of Absence**

#### *2. POLICY STATEMENT*

2.1 The purpose of this policy is to provide a process for the request and approval of a leave of absence for LEA board members

#### *3. PROCEDURE*

3.1 Written notice requesting leave to the board, explaining the reason for leave and the amount of leave time desired, where possible, at least 1 month in advance of the start of the proposed leave. Maximum leave time is 3 months

3.2 Board reviews request, taking into consideration that such leave will not interfere with the progress of LEA, approved with majority vote, and a response is sent back by the President or Vice

3.3 If request is rejected the Board must state the reasons in writing back to the requestor

3.4 If the board member does not resume obligations after the leave period, they will be removed and a new member will be appointed for the interim until elections

3.5 At no given time can there be more than 2 out of 10 board seats empty. Should an LOA request result in more than 2 empty seats, the LOA cannot be approved and the board member will have to either remain in their position or resign.

3.6 If the requested leave of absence spans over the yearly board election, the board member will have to nominate themselves for the next term if they wish to return. There is no guarantee of approval to return since an election ends a term.

BOARD APPROVAL DATE: February 2<sup>nd</sup>, 2014

# League of Extraordinary Albertans

## Policies & Procedures



### **POLICY #1004**

#### *1. TITLE*

##### **1.1 Conflict of Interest**

#### *2. POLICY STATEMENT*

2.1 The purpose of this policy is to provide a process for acknowledging and avoiding conflict of interest for LEA directors, officers or members working on behalf of the LEA

#### *3. PROCEDURE*

3.1 Whenever a director or officer or LEA member working on behalf of the LEA has a financial or personal interest in any matter coming before the board of directors, the board shall ensure that:

3.1.1 The interest of such officer or director or LEA member working on behalf of the LEA is fully disclosed to the board of directors.

3.1.2 Any transaction in which a director or officer or LEA member working on behalf of the LEA has a financial or personal interest shall be duly approved by members of the board of directors not so interested or connected as being in the best interests of the organization.

3.1.3 Payments to the interested officer or director LEA member working on behalf of the LEA shall be reasonable and shall not exceed fair market value.

3.1.4 The minutes of meetings at which such votes are taken shall record such disclosure, abstention, and rationale for approval.

BOARD APPROVAL DATE: FEBRUARY 28, 2015

# League of Extraordinary Albertans

## Policies & Procedures



### **POLICY #1005**

#### *1. TITLE*

##### **1.1 Communications Policy**

#### *2. POLICY STATEMENT*

2.1 The purpose of this policy is to outline best practices for internal and external communications amongst LEA board members.

2.2 Internal communication - LEA members communicate in a timely, respectful and transparent way, while upholding our mission and working toward common goals. Internal communications include all meeting minutes, emails, business related conversations, and forum discussions.

2.3 External communications - Our written, public communications are the first line of contact for many community members. It's essential to be mindful of how we are perceived through our communications. All communications going out to an external audience are polished, professional, clear, positive and transparent. External communications include but are not limited to Communiques, social media posts and announcements, letters, changes to the LEA website, or any type of business-related discussion with anyone outside of the LEA board.

2.4 Media relations - This applies to our proactive approach to our public profile and to any externally initiated media inquiries.

#### *3. PROCEDURE*

3.1 Internal communications, face-to-face, are open and free of bias.

3.2 Internal Email - All board members will respond to internal emails requiring a response within one week.

3.3 Forum - All board members will check in to the forum a minimum of once a week to weigh in on votes, discussions, etc.

3.4 Outgoing, written, external communications - When possible, Communications Officer(s) will craft outgoing external communications. In the event that another board member has chosen to craft an external communication, that member will seek review from the Communications Officer(s) for content accuracy, exclusions, spelling, grammar and clarity. That member will wait for final approval from Communications Officer(s) before sending out the communication.

3.5 Communications Officer(s) will determine the necessity to have the board review a communication before final approval.

3.5.1 The majority of external communications will require board review such as policy change announcements, codes of conduct, initiative announcements, Communiques, and major changes to the website.

3.5.2. Some communications will not require board review such as standard thank-you letters and general responses to email inquiries on the LEA gmail.

# League of Extraordinary Albertans

## Policies & Procedures



3.6 Incoming, private, written communications via email or Facebook that are not of a sensitive nature can be addressed and responded to by the board member who receives the communication and can confidently address the concern in a knowledgeable and professional manner. These responses must include the name of the Board Member responding in the signature line so it is clear who has spoken on behalf of the board. Sender will receive a response within 48 hours.

3.6.1 Incoming, private, written communications via email or Facebook that are of a sensitive nature should be responded to on behalf of the LEA (no signature) by the Communications Officer(s) or by another board member if first vetted by the Communications Officer(s), once the board has been consulted. Sender will receive a response within 48 hours.

3.6.2 Incoming, public, written communications received (e.g. a post on our Facebook wall) should be responded to on behalf of the LEA (no signature) by the Communications Officer(s) or by another board member if first vetted by the Communications Officer(s). Sender should receive a response within 48 hours

3.7 All media requests regarding LEA specific business should be directed to the Communication Officer(s) for official response. Once received, the Officer should make the Board aware of the request and give board members an opportunity to weigh in on the response. If the request is in regards to a specific initiative, the producer(s) of said initiative should be invited to be part of this discussion. In that case, the event producer(s) have the option to provide the official response to media. All media inquiries and requests will receive a response within 24 hours.

3.7.1 Should initiative producers be contacted by media, they are to consult with the LEA Communications Officer(s) for guidance prior to responding. The initiative producers will provide the official response to the media. All media inquiries will receive a response within 24 hours.

3.8 Initiative Producers are at liberty to communicate on behalf of their initiative and represent the LEA on non-media related matters that are directly related to that initiative.

3.9 The board will send out a Communique to the community a minimum of once a quarter, which will be crafted by the Communications Officer(s) and reviewed by the board before posting.

3.10 In the event that the assigned Communications Officer(s) has insufficient experience to be responsible for all above-described actions, or has failed to demonstrate reasonable capacity to carry them out, the board has the option to override those responsibilities described in 3.4, 3.5, 3.6.1., 3.6.2, 3.7, and 3.10, at which point the board will revert to full board consultation and majority agreement for communications.

BOARD APPROVAL DATE: FEBRUARY 28, 2015

# League of Extraordinary Albertans

## Policies & Procedures



### **POLICY #1006**

#### *1. TITLE*

1.1 Donation Acceptance Policy

#### *2. POLICY STATEMENT*

2.1 The purpose of this policy is to set guidelines for donations and gifts that are accepted by the LEA

2.2 Gifts received must be of benefit to the LEA i.e. usable toward upholding our mission statement

2.3 The LEA does not accept proceeds from illegal activities

#### *3. PROCEDURE*

3.1 The LEA will happily accept donations, bequests, and gifts from both organizations and individuals

3.2 The Board decides what kind of gifts and funding arrangements are acceptable

3.3 The Board approves all donations, bequests and gifts

3.4 The Board must approve any restrictions that a donor may put on a gift

3.5 The Board ensures that there are no potential liabilities or conflict of interests

3.6 The Board may obtain legal and/or financial advice before making their decisions

3.7 The LEA will maintain a schedule of all donors, including;

3.7.1 Name

3.7.2 Contact Information

3.7.3 The nature of the donation

3.7.4 The Value/Amount

3.8 The Treasurer and Communication Officers will work together to write and send a thank you letter to the donator

BOARD APPROVAL DATE: FEBRUARY 28, 2015



# League of Extraordinary Albertans

## Policies & Procedures



### **POLICY #2000**

#### *1. TITLE*

##### **1.1 Initiative Budgets**

#### *2. POLICY STATEMENT*

2.1 All LEA Initiatives need to have a budget that is approved by the Board before money is spent to ensure there are sufficient funds to cover any liabilities. Budgets are used to allocate resources efficiently and to monitor and control the spending of funds and safeguard the assets of the society

#### *3. PROCEDURE*

3.1 The financial lead of each LEA initiative creates a budget, when possible using the actuals of previous years as a starting point and takes into account any compliance required by the LEA yearly budget.

3.2 The financial lead then presents the budget to the LEA initiative team, ensuring that the lead's expenses will be met within that budget and adjusts the budget to their needs accordingly.

3.3 The lead LEA board member on the initiative team then presents the budget to the rest of the Board for review.

3.4 The Board has one week to review the recommended budget and approve or reject the current version and propose changes as it deems necessary

3.5 The team leads for the initiatives shall have the authority to spend approved budgeted amount for their area and will be responsible to monitor and control their spending to ensure that expenditures do not exceed approved amount and that expenditures are appropriate.

3.6 After all expenses are finalized, the financial lead is to prepare a budget vs actual report, explaining any variances over 20%.

BOARD APPROVAL DATE: December 1, 2013

# League of Extraordinary Albertans

## Policies & Procedures



### **POLICY #3000**

#### *1. TITLE*

##### **1.1 Initiatives**

#### *2. POLICY STATEMENT*

2.1 An LEA Initiative is an event, exhibit, or project that is produced by a member of the LEA and requires approval by the Board to exist. The LEA assumes the financial risks and liability. Any surplus funds generated by the initiative must be deposited into LEA bank accounts. There are existing initiatives and new initiatives.

#### *3. PROCEDURE*

3.1 Any member of the LEA who wishes to produce an initiative can apply. Applications must be submitted on the LEA website.

3.2 The Board member who reviews the website applications will then present the request to the Board for review.

3.3 During the review, Board members discuss the initiative request. Some things to consider are qualifications and experience of the applicants and community buy-in. For an existing initiative there may be multiple applicants and the existing producer of the Initiative should be consulted and at least considered as an applicant as well before any decisions are made. After the discussion the Board must decide if a decision can be called at that time. If no, further discussion may be required, with possible interviews. If a decision can be made, then the Board votes.

3.4 Once the vote is approved, one Board member must be designated to be the LEA Board representative on the initiative. The LEA Board representative then presents the approval to the member who is now the Initiative Producer. In the case where there is multiple applicants the LEA Board representative also communicates the decision to them.

3.5 The Initiative Producer must then sign an Initiative Agreement that clearly outlines the expectations of their role. This will include budget and financial requirements, LEA specific requirements ie the 10 principles, initiative specific requirements if any, and all reporting requirements. The LEA Board representative works with the Initiative Producer for the duration of the initiative to assure the contract is upheld and to support the initiative.

3.6 The Initiative Producer assembles the initiative team, and is encouraged to use existing lead structures and personnel if applicable.

3.7 The Initiative Producer must complete all pre-event reporting requirements by the deadlines outlined in the Initiative Agreement

3.8 The Initiative Producer then completes the initiative.

3.9 Once the initiative is completed, the Initiative Producer must complete an all reporting requirements within thirty (30) days

BOARD APPROVAL DATE: December 1, 2013

# League of Extraordinary Albertans

## Policies & Procedures



### **POLICY #4000**

#### *1. TITLE*

##### **1.1 Grants**

#### *2. POLICY STATEMENT*

2.1 The purpose of this policy is to set out how LEA will administer grants and to ensure the decision is made in a fair and equitable manner

2.2 The grant opportunity needs to meet LEA's standard ethos

2.3 The grant must be in the scope of LEA's yearly budget, the treasurer reviews and advises the Board

#### *3. PROCEDURE*

3.1 A LEA member fills out the grant application located on the website and submits it for review, the application has the following information;

3.1.1 Name of requestor

3.1.2 Purpose of the grant and expected outcomes

3.1.3 Individuals partnering on this project

3.1.4 Explanation on how the grant will support the LEA's mission

3.1.5 Dates, length of project, start to end

3.1.6 Financial Budget

3.1.7 Total Amount being requested

3.2 There are three types of grant approvals

3.2.1 Under \$200. The applicant will receive funds up front up to \$200, upon completion the applicant is required to provide final financials and receipts and is expected to return any excess funds.

3.2.1 Under \$2000. The applicant will receive an initial amount of \$200 up front, upon completion the applicant is required to provide final financials and receipts to receive the remainder of the approved grant amount.

3.2.2 Over \$2000. The applicant will receive an initial amount of \$200 up front, a progress report including receipts is required to receive installment amounts – subject to each grant individually and agreed upon prior to approval, upon completion the applicant is required to provide final financials and receipts to receive the remainder of the approved grant amount.

3.3 The grant applicant is required to complete their project and hand in all receipts in the timeframe they submitted, an extension can be requested in an email sent to the LEA, upon failure to do so the grant will expire and no more funds will be provided.

3.4 The LEA Grant Moderator has the following responsibilities;

3.4.1 Reviews all applications, consults treasurer regarding dollar amounts and brings them to the Board for approval

3.4.2 Communicates back to the applicant the outcome

# League of Extraordinary Albertans

## Policies & Procedures



3.4.3 Collects all receipts and ensures that they fit the scope of the agreed project

### **POLICY #4000 (continued)**

3.4.4 Keeps track of the timelines of when projects are to be completed

3.4.5 Reviews progress reports and communicates installment amounts to treasurer

3.4.6 Does a write up to send out to all the LEA members to keep them informed on what grants have been approved/completed

3.4.7 Reports back to the Board status' of all grants

3.5 The Board must be in a 2/3 majority agreement to approve a grant (6 votes in favor; no more than 3 opposed)

3.6 If the grant is approved, a grant agreement will be drafted that must be signed and accepted by the recipient.

BOARD APPROVAL DATE: February 2<sup>nd</sup>, 2014

# League of Extraordinary Albertans

## Policies & Procedures



### **POLICY #5000**

#### *1. TITLE*

##### **1.1 Electing the Board of Directors**

#### *2. POLICY STATEMENT*

2.1. The purpose of this policy is to set out how LEA board members will be chosen for a one (1) year term.

2.2. As per the bylaws, the Board of Directors is to be elected by the general membership at the Annual General Meeting (AGM).

2.3. In the interest of continuity, four (4) incumbent board members must be elected; except in the case where not enough previous board members are available to meet the requirement. An incumbent is defined as an elected board member from the previous term.

2.4. In accordance with Policy #1000, no more than six (6) board members may be elected from a single municipality, except in the case where not enough board members are available from other municipalities to meet the requirement of ten (10) members on the board.

#### *3. PROCEDURE*

3.1. An Elections Committee should be formed to organize and manage the election. Their duties will include, but are not limited to, communicating with the membership, collecting proxy votes, counting votes, setting up voting stations, and accepting nominations. The Elections Committee will be chaired by a current member of the Board.

##### **3.2. Nominees**

3.2.1. At least six (6) weeks prior to the AGM, the Elections Committee will inform members that nominations are being accepted and what roles and duties are required of a board member.

3.2.1.1. LEA Members will have three (3) weeks to submit a nominee and a brief, one (1) paragraph blurb about their nominee.

3.2.1.2. Upon completion of the nomination period, the Elections Committee will have one (1) week to contact the nominees and provide them the opportunity to decline their nomination.

3.2.2. Any member is allowed to nominate any other member, including themselves. Nominees are free to decline their nomination.

3.2.3. At least two (2) weeks prior to the AGM, the Elections Committee will send a communication to the membership consisting of the nominees and their blurbs. This information will also be provided at the AGM. No speeches from nominees are necessary.

3.2.4. If only ten (10) or fewer people are nominated, and all nominees accept their nomination, LEA members will vote by means of "yes" or "no" for each nominee. All nominees that receive a minimum of 51% "yes" votes will be appointed to the new Board of Directors at the AGM and will adhere to Policy #1000 in order to fill any vacant seats.

##### **3.3. Voting**

# League of Extraordinary Albertans

## Policies & Procedures



3.3.1. Members will vote for their top ten (10) nominees.

3.4. Determine the Board of Directors

3.4.1. Incumbents will be determined first. The four (4) current board members with the highest votes, compared only to the other incumbents nominated, will be elected to the board.

3.4.2. The remaining nominees will be elected to the board by order of highest votes.

3.4.3. If the municipality maximum restriction is met, nominees from that municipality will no longer be included in the order.

3.4.4. If the municipality maximum restriction has been met , and all remaining nominees have been elected, yet the board does not have ten (10) members, then the remaining members will be elected by order of highest votes from the municipality that reached the maximum.

BOARD APPROVAL DATE: May 14, 2014

# League of Extraordinary Albertans

## Policies & Procedures



### **POLICY #6000**

#### **1. TITLE**

##### **1.1 Memberships**

#### **2. POLICY STATEMENT**

2.1 Membership is required in order to utilize the resources of the League of Extraordinary Albertans. Some of the benefits of being a member of the LEA include access to LEA grants and donation requests, eligibility to be an LEA initiative producer, eligibility to become an LEA Board Member (director), eligibility to vote at AGM elections of Board Members (directors) as well as AGM resolutions, and receiving communication from the LEA via email lists.

#### **3. PROCEDURE**

3.1 Any person residing in Alberta, and being of the full age of 18 years, may become a member by submitting appropriate member registration, and upon acceptance thereof, and payment of any membership fee. There is currently no membership fee. Appropriate member registration is achieved by completing the registration form on the LEA website <http://www.extraordinaryalbertans.ca/become-a-member>.

3.2 A member of the Board (the Secretary) shall also keep a record of all the members of the society and their email addresses, send all notices of the various meetings as required, and collect and receive the annual dues or assessments levied by the society, if any.

3.3 LEA Membership must be renewed annually. All existing members will receive an email to their last known address, which includes a link to re-register. Annual term of membership is March 1st to February 28th

3.4 Any member wishing to withdraw from membership may do so by emailing [extraordinaryalbertans@gmail.com](mailto:extraordinaryalbertans@gmail.com).

3.5 Any member upon a majority vote of all Board members of the society in good standing may be expelled from membership for any cause, which the society may deem reasonable.

3.6 This society shall hold an annual meeting / town hall on or before May 31st in each year, of which notice in writing to the last known address of each member shall be delivered electronically twenty-one (21) days prior to the date of the meeting. At this meeting there shall be elected ten (10) directors. This meeting will also hold any votes on general member resolutions if any.

3.7 Anyone who does not reside in Alberta and/or who is under the age of 18 years may register as a "Friend of the League" and will receive LEA communications only. "Friends of the League" do not have voting privileges at the AGM, are not eligible for grants or donations, are not eligible to be initiative producers and are not eligible to become LEA Board Members (directors)

BOARD APPROVAL DATE: December 1, 2013

# League of Extraordinary Albertans

## Policies & Procedures



### **POLICY #6001**

#### *1. TITLE*

##### **1.1 LEA In Memoriam Policy (Loss of Community Member)**

#### *2. POLICY STATEMENT*

2.1 The purpose of this policy is to set out how LEA will demonstrate support when a community member passes away; it is essential to acknowledge, in a tangible way, our LEA members that have passed on.

#### *3. PROCEDURE*

3.1 A current Board Member can present an In Memoriam opportunity in writing to the rest of the board members that includes:

3.1.1 Define the nature of the In Memoriam request: i.e. Generally an obituary will contain a specific request for a way to commemorate the life of the deceased; wherever possible this will be the preferred way to commemorate life. When a specific request is not mentioned, a suggestion for consideration whether it be for flowers or a donation should be provided.

3.1.2 Provide the background for the receiving organization or group of donation recipient, if any. If memoriam via flowers, provide the recipient's relationship to the deceased.

3.1.3 Provide funding amount requested; note that funding of \$100 has been established as the norm.

3.1.4 If a charitable donation is made in the name of the deceased, an accompanying letter needs to be written to the organization receiving the funds to be included with the cheque. A copy of this letter should be cc'd to a family member or closest community member to let them know of the donation.

3.2 Normally donation opportunities need to meet LEA's standard ethos; however, the action of donating in this instance meets our standard ethos in that it demonstrates gifting in the community and honours community members who demonstrate our standard ethos.

3.3 The donation must be in the scope of the yearly budget; the treasurer reviews and advises the Board. Flowers in lieu of donation should also be considered from the Donation budget.

3.4 A Remembrance Plaque of Names of Burners Lost is placed annually at the Man Base. An anonymous Burner has created a plaque to commemorate members of our community who have passed away the previous year. This tradition honors those who have participated in creating Burning Man and affected our Burning experiences. To add a name of a Burner lost in the last year, first ensure it is within the wishes of a family member or closest community member, and then with permission, send only their name exactly as it should appear to [remembrance@burningman.com](mailto:remembrance@burningman.com).



# League of Extraordinary Albertans

## Policies & Procedures



3.5 The Board must be in a 2/3 majority agreement (6 votes in favor; no more than 3 opposed)

BOARD APPROVAL DATE: FEBRUARY 28, 2015

# League of Extraordinary Albertans

## Policies & Procedures



### **POLICY #6100**

#### *1. TITLE*

##### **1.1 LEA Volunteers**

#### *2. POLICY STATEMENT*

2.1 Volunteers are an integral part of the LEA's success. The LEA sponsors initiatives, and these require volunteer help. In turn, the LEA must ensure that volunteers are protected.

#### *3. PROCEDURE*

3.1 Any person may become a volunteer by submitting the appropriate application through the initiative's own process. This process is determined by the Producer(s) of the event, and it is up to them to either oversee the volunteers directly or appoint leads to do so.

3.2 Volunteer positions vary and the eligibility to participate in positions is determined by the Producer(s) and their leads. Volunteers are required to provide all necessary information to participate, and the Producer(s) are to make the last call with any volunteer requirements.

3.3 Volunteer sign up must be completed for every initiative. Continuing initiatives, like Freezer Burn, can store and contact their volunteer lists as they please for seeking volunteers, as per the LEA privacy policy. Each initiative is to appoint a privacy officer to ensure volunteer information is dealt with appropriately.

3.4 Issues arising with any volunteers who require disciplinary action are ultimately dealt with by the Producer.

3.5 Producer(s) of the event are to ensure appropriate insurance is provided at events covering the safety of volunteers.

BOARD APPROVAL DATE: FEBRUARY 28, 2015

# League of Extraordinary Albertans

## Policies & Procedures



### **POLICY #7000**

#### *1. TITLE*

##### **1.1 Social Media**

#### *2. POLICY STATEMENT*

2.1 The LEA seeks to encourage information and link-sharing amongst its membership, Board members and volunteers, and seeks to utilize the expertise of said individuals in generating appropriate social media content.

2.2 The LEA's social media use shall be consistent with the following core values:

2.2.1 Integrity: The LEA will not knowingly post incorrect, defamatory or misleading information about its own work, the work of other organizations, or individuals. In addition, it will post in accordance with the organization's Privacy policy.

2.2.3 Professionalism: The LEA's social media represents the organization as a whole and should seek to maintain a professional and uniform tone. Board members may, from time to time and as appropriate, post on behalf of The LEA using its online profiles, but the impression should remain one of a singular organization rather than a group of individuals.

2.2.4 Information Sharing: The LEA encourages the sharing and reposting of online information that is relevant, appropriate to its aims and of interest to its members.

BOARD APPROVAL DATE: March 30, 2014

# League of Extraordinary Albertans

## Policies & Procedures



### **POLICY #8000**

#### *1. TITLE*

##### **1.1 The LEA Privacy Policy**

#### *2. POLICY STATEMENT*

2.1 The purpose of this policy is to outline the ways the LEA will administer the collection of personal information. This policy affects our Board of Directors, Members, Friends of the League (email list), Volunteers, and Grant Recipients.

2.2 We are defined under the Societies Act (2009) and Personal Information Protection Act [PIPA] as a non-profit organization. As such, the rules defining administering this information fall under this legislation in Alberta. Any specifications of how we meet PIPA are defined in the procedure. Any volunteers are considered employees, and are exempt from PIPA.

2.3 The information we collect may include but is not limited to include name, previous experience related to the organization, email, phone number, and mailing address. This document is meant to let those interacting with the LEA know what personal information will be collected, how it will be stored, who will be able to access it, and who we can disclose it to.

2.4 The duties of certain aspects of this policy will fall to the Secretary, who is the LEA's Privacy Officer (unless the board appoints a PO who is not Secretary).

#### *3. PROCEDURE*

##### **3.1 Election Candidates and Board Members**

3.1.1 Election candidates are potential board members, who are considered a type of employee within PIPA. As a result, the LEA does not require their consent to collect the information necessary to ensure their eligibility and to conduct a fair election.

3.1.2 Storing the personal information of Board members should be done digitally on the contact list for the LEA's Google account ([extraordinaryalbertans@gmail.com](mailto:extraordinaryalbertans@gmail.com)).

3.1.3 Accessing Board members' personal information is through the LEA's Google account, which is only open to current Board members.

3.1.4 Disclosure of information of Board election candidates or Board members can only be disclosed under several guidelines.

i. Information as per the election process can be displayed on the LEA website and the LEA Facebook page during election time.

ii. Disclosure to agencies or individuals outside the LEA is dependent on the nature of the exchange. It is appropriate to give contact information to volunteers, for example, of the producer or lead in charge of their function at an initiative or event. It is not appropriate to give contact information stored by the LEA to contact an individual for a reason unrelated to the LEA's work. These are guidelines, and if the Privacy Officer cannot make a decision, they may seek Board approval for further clarification on a case by case basis.

iii. Medical emergencies that occur during any AGM, Board meetings, or initiatives

# League of Extraordinary Albertans

## Policies & Procedures



where the Board Member is attending, and the Board provides any personal information. This must be an official function under the LEA, and excludes any private or public events outside the LEA where Board Members may be attending.

iv. During the execution of a legal warrant or subpoena.

3.2 Society members and Friends of the League must provide the LEA with information so we may communicate what is occurring with the Board. Refer further to the Membership Policy #6000 point 3.2 for membership communication and membership details.

3.2.1 Collection of required information is on the LEA's website <http://www.extraordinaryalbertans.ca/become-a-member/> and links information to the LEA's Google account. Collection of information is open year-round.

3.2.2 Member information is stored on the LEA's Google account. The LEA keeps many digital documents here, including membership items. We can store this information as we see fit, but will only contact members who are currently signed up during their membership period.

3.2.3 Accessing information is only through the LEA Google account. Board members are the only persons who can access it, for purposes pertaining to the Board's functions, such as communications and voting. Access for auditing purposes is strictly meant to base numbers, not to divulge or publish member information.

3.2.4 Disclosure of information can only happen for certain reasons.

i. Members can ask to have their own personal information disclosed to them by writing or email, and the Board can release this information within 45 calendar days.

ii. The LEA will not disclose membership information for any other purpose unless by legal warrant or subpoena.

3.3 Initiative volunteers fall under a different category as their information is not shared publicly, and their status as volunteers/employees exempts them from PIPA. Please see section "Rationale" at the end of this document for more information. Producers, Team Leads, and all general Volunteers are part of this pool. They may also be part of other categories that fall under this document.

3.3.1 Volunteers are required to fill out the necessary documentation deemed by the Producer(s) or Volunteer Coordinator(s) [VC] of the Initiative, and cannot refuse to give the information required to fulfill their job requirements (i.e. if a volunteer refuses to give any contact information, we cannot reach them and therefore they cannot complete their tasks).

3.3.2 The Initiatives will use either the LEA's Google account or their own specific accounts known to the board (such as the freezerburnvolunteers Google Account for Freezer Burn VCs).

i. The Initiative will try to limit any hard copies of personal information, and if they do end up with hard copies, should make digital copies and dispose of the hard copies within a reasonable length of time after the Initiative's term by the after-burn report.

ii. All digital copies of the volunteer information must be on the appropriate drive, either through the initiative or LEA's Google accounts, and cannot remain on any

# League of Extraordinary Albertans

## Policies & Procedures



personal accounts. Before the end of the initiative's terms, it is up to the Producer to ensure the information is dealt with properly, either by appointing a Privacy Officer for their initiative or by performing the duties themselves.

3.4 Certain situations require specific information that members must provide and cannot opt out of. These types of information do not fall under PIPA jurisdiction, and can be used within the confines of the Board's duties to execute its mandate. This includes but is not limited to the following examples:

3.4.1 All information required to complete a grant or initiative application for the LEA;

3.4.2 Some information from grant projects and initiatives will be disclosed by the LEA in its communications on awarded grant projects and initiatives to LEA members via e-mail newsletters and Facebook postings;

3.4.4 Anything deemed necessary to enable dissemination of volunteer schedules, such as phone numbers or email addresses.

BOARD APPROVAL DATE: FEBRUARY 28, 2015

# League of Extraordinary Albertans

## Policies & Procedures



### **POLICY #9000**

#### **1. TITLE**

##### **1.1 Asset management**

#### **2. POLICY STATEMENT**

2.1 The LEA is committed to the responsible management of its assets and to being accountable for how the LEA purchases and maintains equipment and other assets. This ensures that purchases are made wisely, making the best use of the available resources, and that the investments are protected by insuring and maintaining them in good working order.

2.2 An asset is defined as any equipment, item, product, etc that is purchased with LEA funds and can be repurposed for LEA initiatives and projects.

#### **3. PROCEDURE**

3.1 All efforts to source the particular item from the community should be exhausted before the purchase of an asset.

3.1.1 Exception: In some cases it may be more prudent to bypass community sourcing. In these circumstances, all decisions will be deferred to the Board.

3.2 The purchase of new equipment or other assets will be tracked using the Asset Registry. Whenever possible, these items should be identified when the initiative budget is presented for approval. Any asset purchase that was not originally in the initiative budget requires LEA Board approval.

3.2.1 To purchase an asset the following is required:

- The need for the item needs to be identified and documented by the purchaser.
- The purchaser is to provide quotes from multiple (3) vendors and then identify which vendor will be selected. Typically the lowest bidding vendor will be selected and a written explanation is required if a choice is made to go with higher priced vendor. If fewer than 3 quotes are obtained or the item must be sole sourced then a written explanation is required as to why.
- The person who will be responsible for the asset and its storage location after the initiative is completed must be identified.

3.2.2 Once the above documentation is obtained, it is to be submitted to the LEA Board for final approval.

3.2.3 Once the asset is purchased then the Asset Registry needs to be updated to help track the asset.

##### **3.3 Maintaining an Asset Registry**

3.3.1 The Asset Registry will be maintained by the Assets Officer (Quartermaster). Assets will be entered in the Asset Registry at the time of purchase and details of assets updated as required. The Asset Registry must include:

- Date purchased
- Purchaser
- Name of asset
- Description
- Serial or identification number
- Supplier and location (if purchased from a store)
- Whether the asset is Capital (over \$500 incl. tax)



## League of Extraordinary Albertans Policies & Procedures

- Amount paid (incl. tax)
- Accumulated Depreciation
- Net Book Value
- Warranty dates and reference number (if applicable)
- Initiative or purpose for the asset
- Location of storage
- Contact information for the person that has assumed responsibility
- Maintenance and repairs conducted and dates
- Person responsible for maintenance
- Date of disposal and amount obtained (if sold)

### 3.4 Insurance

3.4.1 All assets will have appropriate insurance, if required.

### 3.5 Maintenance of assets

3.5.1 All major assets will be regularly checked for repairs or replacements that may be needed. It is the duty of the Assets Officer to ensure appropriate measures are taken

### 3.6 Assets Officer

3.6.1 The Officer is appointed by the Board and will keep the Board updated with the status of all assets in the Registry. It is their responsibility to maintain the Asset Registry, to facilitate the availability of the assets to the community and LEA, and to ensure maintenance is performed when required.

BOARD APPROVAL DATE: January 18, 2015



# League of Extraordinary Albertans

## Policies & Procedures



### **POLICY #10000**

#### **1. TITLE**

1.1 Warnings, Suspensions, & Bans Policy

#### **2. POLICY STATEMENT**

2.1 Participants at League of Extraordinary Albertans (LEA) events may receive a formal letter or a warning, suspension, or ban from the LEA Board of Directors. In such cases, the recipient of that letter may be banned from attending some LEA events or asked not to volunteer, in some or all roles, with the LEA and its events. The purpose of such actions is to uphold the safety of event participants and ensure the continuity of the LEA and its events, such as Freezer Burn

This may result if someone:

- Is the subject of any well-substantiated report of a sufficiently problematic violation of the Code of Conduct or other policies
- Continues problematic behaviour after receiving a Warning from the LEA about such behaviour
- Has been the subject of a number of reports demonstrating a pattern of violating the Code of Conduct or other safety policies

#### **3. DURATION OF SUSPENSION OR BAN**

3.1 Suspensions are instituted for one year, while bans are permanent

3.2 After a one year period, suspensions will be reviewed by the Conduct Committee and renewed if necessary

3.3 Suspensions and bans may be appealed

#### **4. APPEAL PROCESS**

4.1 Banned individuals can appeal their ban directly with the Board

4.2 Appeals will be handled at the next scheduled Board meeting

4.3 Only one appeal request per individual will be heard per year

#### **5. INFORMING INDIVIDUALS OF THEIR STATUS**

5.1 When a report has been made about an individual, the Conduct Committee will assess the report and interview the parties involved. Full details of the Conduct Committee's process can be found on the LEA website.

5.2 Individuals will be informed of the outcome of that report, including any action up to and including banning

#### **6. BANNING PEOPLE FROM POSITIONS OF RESPONSIBILITY OF RESPONSIBILITY**

6.1 The LEA reserves the right to prevent someone from volunteering in particular capacities or any capacity.

BOARD APPROVAL DATE: February 21, 2017

# League of Extraordinary Albertans

## Policies & Procedures



### Policy #1,000,377

#### 1. TITLE

1.1 Committee Policy

#### 2. POLICY STATEMENT

2.1 This policy outlines the purpose of Committees in the LEA's work and details the processes and structures required to establish or disband a Committee

2.2 The Board of Directors may form Committees of volunteers to undertake key activities and responsibilities associated with core elements of the LEA's work. As such, Committees must regularly report to the LEA Board on their activities and deliverables

2.3 Committees are engaged year round, with a defined purpose and Terms of Reference guiding their activities

2.4 In instances where a formal Committee is not appropriate, the LEA may instead form a short-term project team to address a particular issue, project, or task

#### 3. PROCEDURE TO ESTABLISH OR DISBAND A COMMITTEE

3.1 Members of the LEA or Board may submit a recommendation for a Committee, should a need be identified

3.2 A Board vote of no more than three opposed is required to establish or disband a Committee

3.3 A Committee Development Team (CDT) will be formed to develop a Committee recommendation, which outlines details such as its purpose, scope, structure, and membership, as well as any necessary policies or supporting documents to the Board. CDTs will be composed of LEA members and at least one Board Member

3.4 Upon reviewing the CDT recommendation, the Board will vote on whether to approve the recommendation and may make some amendments to the recommendation in the process

3.5 Should the Board vote to approve the recommendation, they will then initiate implementation and may request further support from the CDT in this process

#### 4. MEMBERSHIP

4.1 A Committee typically consists of four to eight members and must have at least one Board Member sitting on the Committee as an active member

4.2 Committee membership is open to LEA members, with a transparent application process established

4.3 Applicants who best fill formally outlined attributes and requirements will be prioritized, as guided by documents such as member job description

4.4 Committee members must be approved by the Board and may require vetting by LEA membership through an online survey processes

4.4 Committee members must sign membership agreements and confidentiality agreements prior to commencing Committee activities

4.5 If a Committee Member does not fulfill their responsibilities, violates LEA or Committee policies, or behaves in a way that threatens the continuity of the LEA, its events, or Committees, they will be removed from their position through a vote of the Board

# League of Extraordinary Albertans

## Policies & Procedures



### 5. COMMITTEE ROLES & RESPONSIBILITIES

5.1 Each Committee will have a chair assigned by the Committee, which is reviewed annually or as specified in the Committee's Terms of Reference

5.2. The Committee Chair is responsible for overseeing the work of the Committee, chairing meetings, ensuring adherence to all LEA policies and procedures, and reporting to the Board

5.3 A Committee member must be assigned to record minutes at each meeting

5.4 Committees must meet at least once per quarter, or as outlined by the Terms of Reference

5.5 A Committee must provide a quarterly report to the Board, which may be written or verbal

5.6 In their role as Committee Members, volunteers are expected to make reasonable efforts to fulfill the following responsibilities:

- Participate in the activities and decisions before the Committee in support of its mandate
- Attend a majority of the meetings
- Respond to all emails regarding Committee decisions within one week
- Work in partnership with the Board of Directors, the LEA membership, and other Committee members
- Perform Committee activities in a transparent and accountable manner
- Ensure active documentation of Committee procedures and activities, to enable continuity and to support future volunteers in the work
- Resign from the Committee if unable or unwilling to fulfill these responsibilities

### 6. SCOPE

6.1. A Committee will act autonomously within the domain of its purpose, as outlined in its Terms of Reference

6.2 Certain decisions and activities will require the approval of the Board of Directors, including the following:

- Approval of a budget, or financial expenditures in absence of a budget
- Entering into or changing a legally-binding agreement with an outside party
- Establishment of organization-wide policies
- Any other action that would normally require a formal confirmation vote of the Board as per the LEA's Bylaws

### 7. DECISION MAKING

7.1 A Committee must follow the same voting convention as the Board, unless specified differently in its Terms of Reference

BOARD APPROVAL DATE: March 21, 2017