

# SWACA

## SOUTH WELLINGTON & AREA COMMUNITY ASSOCIATION

### VISION STATEMENT

The South Wellington and Area Community Association (SWACA) is committed to supporting the rural values, quality of life, and sense of community, long cherished by our area residents in harmony with a clean, safe, healthy, and sustainable natural environment.

### OBJECTIVES

The South Wellington and Area Community Association's objectives include, but are not limited to, the following:

- Pursue, enhance, and protect the values expressed in our Vision Statement;
- Support our Community's cultural, recreational, educational, and social activities focusing on the health and well-being of our residents;
- Support the acquisition, enhancement, and Community use of public facilities;
- Acquire, protect, and enhance significant local features and natural areas;
- **Promote our Community's history and protect, enhance, and preserve our historical artifacts;**
- Provide direction and leadership in dealing with Community issues;
- Liaise with other organizations in support of common objectives; and
- Celebrate the South Wellington and Area Community as a good place to live, raise families, and conduct business in a holistic, community-minded way.

# **SOUTH WELLINGTON & AREA COMMUNITY ASSOCIATION**

## **ROLE OF THE BOARD**

**POLICY NO. 1000**

### **Role of the Board**

The Board is responsible for conducting the day-to-day business of the Association and for leading the membership in pursuit of the Association's Vision and Objectives.

## **ROLE OF THE BOARD**

**PROCEDURE NO. 1000P**

### **Responsibilities of the President (Chair)**

- Provide the Board and Board Committees with leadership and guidance in fulfilling their roles.
- Chair meetings effectively, ensuring adequate discussion of issues.
- Liaise with schools, partners, and other community organizations.
- Be the official spokesperson for the Board. The Chair may designate this role as deemed necessary.

### **Responsibilities of the Vice President**

- Support the role of the Board
- Perform the role of Chair in the case of his/her absence.
- Fulfil additional responsibilities as on occasion designated by the Chair.

### **Responsibilities of the Past President**

- Chair the Nominating Committee, provide an open elections process, and ensure bylaw compliance
- Support and defend policies and programs adopted by the Board of Directors
- Act as support/mentor to the President and as coach, advisor, and counsellor to Board Members
- Fulfil additional responsibilities as on occasion designated by the Chair.

### **Responsibilities of the Secretary**

- Receive and present Correspondence to the Board
- Prepare a draft of Board correspondence for the signature of the Chair
- Record the Board meeting minutes and submit them for approval and filing
- Issue notices of meetings of the Association and Directors
- Maintain a register of members
- Fulfil additional responsibilities as on occasion designated by the Chair.

### **Responsibilities of the Treasurer**

- Preparation of monthly statements and financial report to the Board
- Preparation of an annual financial report and budget proposal for Board approval
- Recommendation of ways and means to increase revenue and incorporate operational efficiencies
- Fulfil additional responsibilities as on occasion designated by the Chair.

### **Responsibilities of Directors at Large**

- Support Association objectives by actively participating in, and contributing to, the work of the Board.
- Participate actively and constructively in Board discussions.
- Make an effort to attend Board meetings.

- Stay informed on matters relevant to governing the organization
- Fulfil additional responsibilities as on occasion designated by the Chair.

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# **SOUTH WELLINGTON & AREA COMMUNITY ASSOCIATION**

## **POLICY MAKING**

**POLICY NO. 1010**

### **Policy Making**

Policymaking is the fundamental process by which the Board shall exercise its legitimate authority and responsibility. Through policy, the Board establishes goals and gives direction to the Association.

## **POLICY MAKING**

**PROCEDURE NO. 1010**

The following are definitions used in the context of the SWACA Policy Manual:

***Policy:*** a course of action selected to guide and determine present and future decisions.

***Procedure:*** a specific method of accomplishing a direction established in policy.

***Philosophy:*** an expression of fundamental belief underlying a sphere of activity.

### **Adoption/Amendment of Policy and Procedure**

Policies shall not be added to, altered, or rescinded unless at a Regular Meeting of the Board. Proposals shall be introduced, moved, and seconded as *Notice of Motion* and may not be debated or adopted until a Regular Meeting of the Board at least four weeks later. Once adopted or amended, policies shall be circulated to all Policy Book holders; be made available to all Association members; and publicized if warranted.

### **Policy Review**

The Policy Committee will conduct an annual policy review. The Secretary may update policies when position titles are altered or changed.

### **Policy Manual**

The Secretary, from time to time, shall ensure that all Policy Manuals are up-to-date.

# **SOUTH WELLINGTON & AREA COMMUNITY ASSOCIATION**

## **BOARD MEETINGS**

## **POLICY NO. 1020**

Meetings of the Board shall be as follows:

- a. Regular Meetings
- b. Special Meetings
- c. Committee Meetings
- d. Closed Regular, Closed Special, and Closed Committee Meetings

The public and press are welcome to attend all meetings except Closed Meetings.

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## **BOARD MEETINGS - REGULAR MEETINGS**

## **PROCEDURE NO. 1020(A)P**

Regular Meetings of the Board shall be held at the Cranberry Community Hall on the third Tuesday of every month at 7:00 pm., unless notice has been given at least 48 hours in advance. When that day is a statutory or civic holiday, the meeting shall be held on the Tuesday following.

Closed Regular Meetings, as needed, shall start at 6:30 p.m., before Regular Board Meetings, unless notice of a change in starting time has been given at least 48 hours in advance. Should the business be incomplete at 7:00 p.m., the meeting shall be recessed and reconvened following the Regular Meeting.

No Regular Meetings of the Board shall adjourn later than 9:00 p.m. The meeting may be extended beyond this hour only by specific resolution to do so by a majority of the members present.

Any unfinished business shall be carried forward to the next Regular Meeting or to a Special Meeting at a date and time arranged by the Board, at the time of adjournment.

## **BOARD MEETINGS - SPECIAL MEETINGS**

## **PROCEDURE NO. 1020(B)P**

Special meetings may be called in accordance with the written policy of the Association. Notice of such Meetings, specifying the business to be transacted, shall be given 48 hours in advance; except in the case of emergency. An emergency is defined as a matter requiring immediate attention.

Items will be dealt with as listed on the agenda unless a change is approved by motion of the Board at the beginning of the meeting. No further items shall be added to the agenda of a special meeting unless urgent and of major importance; other items shall be deferred to the next meeting.

Special Meetings of the Board shall adjourn no later than 9:00 p.m. The meeting may be extended beyond this hour only by specific resolution to do so by a majority of the members present.

The rules of order for special meetings shall be in accordance with Board Procedure 1030P. There shall be two types of Special Meetings:

- a. A Closed Special Meeting may be called pursuant to the in camera subjects of land, labour, or law.
- b. An Open Special Meeting may be called to discuss any topic of special interest determined to be too lengthy or a topic of an emergent nature that cannot wait to be included in a Regular Board Meeting agenda. The proceedings and minutes of such meetings shall be open to the public.

# **SOUTH WELLINGTON & AREA COMMUNITY ASSOCIATION**

## **BOARD MEETINGS - COMMITTEES**

**PROCEDURE NO. 1020(C)P**

The Board shall form committees as needed to consider items of business and make recommendations to the Board. Committees formed may include, but not be limited to, the following:

- a. Finance/Budget Committee
- b. Parks/Recreation/Culture Committee
- c. Environment Committee
- d. RGS/OCP Committee
- e. Disaster Prep/Neighbourhood Watch Committee
- f. Communication/Promotion/Social Committee
- g. Policy Committee
- h. Fundraising Committee
- i.

## **BOARD MEETINGS – CLOSED**

**PROCEDURE NO. 1020(D)P**

Closed meetings of the Board shall be held only for items of a sensitive nature. Agenda items concerning land, labour, and law are normally discussed in closed meetings.

## **BOARD MEETINGS – PRESENTATIONS**

**PROCEDURE NO. 1020(E)P**

- a. Individuals or groups wishing to make a presentation to the Board must arrange in advance to be included on the agenda, provide the identity of the presenter, and the topic of the presentation.
- b. Unless otherwise arranged, presentations to the Board or Board Committee will be limited to TEN (10) MINUTES duration with a brief period for questions of clarification by Board members at the conclusion of the presentation. Time may be extended by special resolution of a majority of the Board Members present.

After the presentation and questions of clarification have been completed the item may be referred to the current agenda under “New Business” upon a majority vote of the committee. Decisions on presentations may not be made at the meeting at which a presentation is heard, as the Board may require additional information or time for study and discussion. As an item under “New Business” the committee may either:

- a. Refer the item to a future meeting with a report
- b. Refer the item to staff for investigation and a report
- c. Refer the item to a Board Committee or Special Board Meeting
- d. Consider the matter as an emergent item and deliberate the matter

# **SOUTH WELLINGTON & AREA COMMUNITY ASSOCIATION**

## **BOARD MEETINGS – RULES OF ORDER**

**POLICY NO. 1030**

The South Wellington & Area Community Association, in accordance with the Robert's Rules of Order Newly Revised, will conduct its business at meetings in accordance with Board Procedure 1030P.

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## **BOARD MEETINGS – RULES OF ORDER**

**PROCEDURE NO. 1030P**

Roberts' Rules of Order shall govern the conduct of all meetings except where otherwise directed in the Rules of Order of this Procedure. The Chairperson or presiding officer shall rule on all points of order and state his or her reasons when making a ruling.

### **Quorum**

A quorum for the purposes of conducting Association business shall be a minimum of four (4) directors.

### **Order of Business – Regular Meeting**

The order of business at all regular meetings, unless varied by motion, shall be as follows:

- a. Call to Order / Welcome
- b. Adoption of Agenda
- c. Delegations, Presentations, Guests
- d. Adoption of Minutes of the Previous Meeting
- e. Treasurer's Report
- f. Correspondence
- g. Committee Reports
- h. Unfinished Business
- i. New Business
- j. Round table discussion
- k. Announcements
- l. Next meeting
- m. Adjournment

# **SOUTH WELLINGTON & AREA COMMUNITY ASSOCIATION**

## **BOARD MEETINGS - MINUTES**

**POLICY NO. 1050**

A written record of the proceedings of all SWACA Board meetings shall be kept by the secretary for membership approval. A copy of the adopted minutes shall be saved in an appropriate manner for future reference.

## **BOARD MEETINGS - MINUTES**

**PROCEDURE NO. 1050P**

### **Minutes - Regular Meetings**

The Minutes shall commence with a notation of Board members, regular members, and guests present. Only motions and pertinent facts shall be recorded in the minutes. The minutes of Regular and Closed Meetings shall be submitted to the next Regular Meeting and, if adopted, shall be signed by the Chairperson and Secretary.

The Minutes of all Regular Meetings of the Association shall be distributed to Board members. After adoption, the minutes are to be distributed to the general membership and made available to the public.

## **CORRESPONDENCE -**

**POLICY NO. 1060**

All correspondence for the attention of the Board or Chairperson shall be dated upon arrival and directed to the Board Secretary for presentation to the Board.

## **CORRESPONDENCE -**

**PROCEDURE NO. 1060P**

Correspondence for the attention of the Board:

- All correspondence, other than that of a routine nature, shall be presented to the Board for attention.
- Copies of correspondence, other than Board Agendas, shall be made available to the public only after being dealt with by the Board.
- Substantial or lengthy reports or submissions will not be distributed but shall be retained on file for perusal.

## **APPOINTMENT OF COMMITTEES & REPRESENTATIVES -**

**POLICY NO. 1400**

The Chairperson shall, in consultation with Board members, annually prepare a list of appointments to Committees as required. Such appointments shall be presented to the Board for ratification at its first Regular Meeting. On-going appointments shall be listed for re-affirmation.

The Chairperson shall make appointments to Ad Hoc Committees following a Board decision to strike a Committee. The Board, at its next Regular Meeting, shall ratify the appointments and terms of reference of the Committee. At their first meeting, the Ad Hoc Committee shall elect a Chairperson.

The Chairperson, where SWACA representation is deemed appropriate, shall appoint Board Representatives with terms of reference to other Committees, Organizations, Associations, etc.. Such appointments and terms of reference shall be presented to the Board for ratification at its next Regular Meeting.



# **SOUTH WELLINGTON & AREA COMMUNITY ASSOCIATION**

## **GRANTS AND DONATIONS**

## **POLICY NO. 3000P**

The Association shall govern all applications for receipt of, and expenditure of, grants or donations made by, or on behalf of, the Association.

## **GRANTS AND DONATIONS**

## **PROCEDURE 3000PRO**

### **A. Grant Applications**

1. All grant applications must receive prior Board approval.
2. The Association shall keep an accurate accounting of all grant funding expenditures.
3. Grant funding received shall be directed only toward those purposes of the Association listed in the grant application.
4. Properties and chattels acquired by means of grants shall be listed and retained as Association assets.

### **B. Donations**

1. The Association shall keep an accurate accounting of all donation expenditures.
2. Money received through donations shall be directed only toward those purposes of the Association indicated by the donor.
3. Properties and chattels acquired by means of donations shall be listed and retained as Association assets.

# **SOUTH WELLINGTON & AREA COMMUNITY ASSOCIATION**

## **FUND RAISING AND SPONSORSHIPS**

**POLICY NO. 3510**

The South Wellington & Area Community Association (SWACA) recognizes its obligation to organize and participate in public fundraising activities to support its objectives. Fund raising activities shall be compatible with the best interests of both SWACA and the community.

SWACA encourages the development of partnerships with corporations, businesses, and other organizations which enhance the activities, programs, and objectives of the Association. It is recognized that supporting SWACA objectives financially and/or materially may result in partners receiving desired public recognition. The primary objective of all partnerships must be the furthering of SWACA objectives.

Fund-raising on SWACA's behalf by outside and professional organizations shall be discouraged.

## **FUNDRAISING AND SPONSORSHIPS**

**PROCEDURE NO. 3510P**

1. Fundraising Expectations:
  - 1.1. Association members and donors have a right to expect that expenditure of donated funds will match the designation of those funds.
  - 1.2. Surplus funds - those who raised the funds should have input in the use of any surplus in accordance with the fundraising priorities of the Association.
  - 1.3. The SWACA Board shall be responsible and accountable for all fundraising activities and the supervision of all funds raised, held, and dispersed by the Association regardless of where actual accounting records are maintained.
  - 1.4. Door to door canvassing is discouraged. If the SWACA Board feels that an activity of this kind is necessary, it will be expected that:
    - 1.4.1. The activity will be carefully organized and supervised.
    - 1.4.2. Due regard will be paid to maintaining good public relations by making the community aware of the purpose of the activity and by instructing canvassers in the skills of making courtesy contacts.
    - 1.4.3. Canvassers will be clearly identified as representing SWACA during the campaign.
2. Corporate Partnerships, Advertising, and Sponsorship
  - 2.1. The Board shall exercise discretionary authority in approving and monitoring each corporate sponsor relationship. The opinions of the membership and staff will be sought.
  - 2.2. All contractual arrangements will be received by the Board and considered for approval.
  - 2.3. Sponsors may support or enhance any approved objective, program, or activity of the Association.
  - 2.4. Advertising and Sponsorship shall be restricted to material the Board deems to be appropriate, in good taste, and supporting the desired public image of the Association.
  - 2.5. Commercial sponsorship may provide, but is not limited to, equipment, transportation, accommodation, materials, clothing, food, trophies, ribbons, prizes, and cash donations.
  - 2.6. Sponsors may be recognized in a dignified, appropriate manner in programs, press releases, newsletters, meetings, and posters. Corporate logos and slogans must not be overused. There will be no pressure exerted by SWACA to compel the community to support sponsors.
  - 2.7. All cash or in kind donations provided by sponsors must be documented using approved accounting procedures outlined by the Treasurer and a written statement of all sponsor donations in kind or cash will be available to the Treasurer upon request.
  - 2.8. The SWACA Board reserves the right at any time to review the terms of any sponsorship or partnership arrangement and, if deemed appropriate, require that the terms be reviewed or the agreement terminated.