

Appendix 3 - Financial Policies

Section 1 Authority

These financial policies shall govern the expenditure of funds by the Executive within the limits of the annual budget. Where these policies differ from the policies inherent in the annual budget, the budget shall prevail. The Executive shall decide any disputed financial policy issues.

Section 2 - Transportation

The District pays for transportation based on the lower of:
.01 25 cents per kilometre from home to meeting and return. Car pooling with other members of the Executive is mandatory where possible; or
.02 Single airfare including taxes

Section 3 - Meals

Expenses for meals will be paid for only when not otherwise provided through an organized meal function at the following rates:

Breakfast \$ 7.00

Lunch \$10.00

Dinner \$15.00

All bar costs will be paid personally or deducted from expense cheques.

Section 4 - Accommodations

The District pays for single accommodation costs (one person based on double occupancy). The member must ensure the bill is correct and signed upon checkout. All personal expenses must be paid at checkout time.

Section 5 - District Leadership Seminar

The District will pay transportation, meals and accommodation costs for members of the District Vice Governor's Committee and the Deputy Governors-elect. National will reimburse the District a portion of the costs.

Section 6 - District Pre-term & Mid-term

The District will pay transportation, meals and accommodation costs for the members of the Board, including the District Membership Director and the Association Director to Mid-term meeting.

Section 7 - Fall Leadership Conference

The District will pay transportation, registration, meals and accommodation for the District Board of Directors. The District will pay registration, meals and accommodation for the National representative.

Section 8 - District Convention

The District will pay transportation, single registration, meals and accommodation for:

- .01 The Board;
- .02 All members of the Vice Governor's Committee
- .03 District Public Speaking competitors.
- .04 The National representative except for transportation.

Section 9 - Spring Zone Conferences

The District pays for registration, accommodation (if necessary) and mileage for the District Representative to Spring Conference. The District will pay registration, accommodation (if necessary) and mileage for the Deputy Governors to Spring Conference. The District will also pay for conference brochures and zone awards as part of the Deputy Governors' costs. The Deputy Governors' costs will be allocated to their individual Zone Accounts with the District. The District may pay other expenses including expenses for other zone executives provided the Zone account is not over budget and provided the Deputy Governor has detailed these expenses in his/her budget.

Section 10 - Visitations to Clubs by Deputy Governors

- .01 Transportation costs and meal costs for the Deputy Governor-elects to do Club installations are the responsibility of the host Club.
- .02 The District pays for the transportation cost of one official visitation by the Deputy Governor to each Club. All other visitations will be the responsibility of the host Club. Meal costs and accommodation (if required) are the responsibility of the host Club.
- .03 The District pays for telephone, postage, photocopies, Zone awards etc. expenses incurred by the Deputy Governor to a budgeted amount of \$100.00 per Club in their respective Zone.

Section 11 - Zone Membership Director Receipted Expenses

- .01 The Executive shall determine the need to pay for Zone Membership Directors on an annual basis as part of the budget process.
- .02 In the event the District budget does not provide for Zone Membership Directors, the Deputy Governor may submit expenses for the Zone Membership director, if any, within the overall limit of the amount allocated to their individual Zone account within the District Budget.
- .03 In the event the District Budget provides for Zone Membership Directors, the following shall govern those expenses.
- .04 The District will pay transportation, meal and accommodation cost for the Zone Membership Directors to attend the District Pre-Term meeting. Budget permitting, these same costs will be paid for the District mid-term meeting.
- .05 The District pays for the transportation cost of one official visitation by the Zone Membership Director to visit each Club in the Zone, if necessary. Meal cost and accommodation (if required) are the responsibility of the host Club.
- .06 The District pays for telephone, postage, photocopies, etc. incurred by the Zone Membership Director to a budgeted amount of \$50.00 per Zone.

Section 12 - District or Zone Representatives to Club or Zone Functions (other than zone conferences)

Transportation costs, registrations, meals, accommodations (if required), etc. are the responsibility of the host Club or Zone.

Section 13 - National Convention

The Governor and the Governor-elect will be advanced \$100.00 each to defray out of pocket expenses incurred at National Convention.

The Governor-Elect will be advanced \$1000.00 each to subsidize their attendance at National Convention.

Section 14 - Governor

The Governor shall be advanced \$1,000.00 to cover un-receipted expenses.

Section 15 - Vice Governor's Committee

The District Vice Governor's Committee shall be advanced \$2,000.00 to offset their costs during their Vice year.

Section 16 - Cystic Fibrosis

.01 The District C.F. Committee consists of the District C.F. Director(s), The Vice C.F. and Service Director(s), and the Zone C.F. Representatives. All the committee expenses shall be paid for from the District Eight Cystic Fibrosis bank account according to the following policies.

.02 The District will pay transportation, meals and accommodation cost for the members of the District

C.F. Committee to attend the District pre-term and mid-term meetings.

.03 The District will pay transportation, meals and accommodation cost for the members of the District

C.F. Committee to attend FLC. Where FLC is not a joint Kinsmen and Kinette function, the Committee will be paid to attend either the Kinsmen or the Kinette FLC, but not both, as determined by the Executive. At the discretion of the Executive a separate Fall Educational/training meeting may be held in which case the District will pay for attendance at that meeting rather than FLC.

.04 The District pays for the transportation cost of one official visitation by the Zone C.F Representative to visit each Club in the Zone. Meal costs and accommodation (if required) are the responsibility of the host Club.

.05 The District pays for telephone, postage, photocopies, Zone awards and other expenses incurred by the Zone C.F. Representative to a budgeted amount of \$150.00 per Zone.

.06 The District pays the cost of the registration fee for Zone Spring Conference up to a maximum of \$50.00, which ever is lower of the two.

Appendix 5 - Rules of Order

- .01 Only voting delegates may vote on the business of the Convention.
- .02 All resolutions, recommendations, amendments and motions must be in writing and submitted to the Resolutions Committee. Amendments and motions may be made from the floor but must be followed by written confirmation and submitted to the Recording Secretary.
- .03 All resolutions and/or recommendations shall be read and moved by the Chair or member of the Resolutions Committee and seconded by voting delegate.
- .04 Before a member can speak on a resolution, the member must first obtain the floor by rising and addressing the Chair, giving his/her name and Club, and declaring whether he/she is speaking for or against the resolution. The Chair will then recognize the member.
- .05 Each member may speak twice on the same resolution provided that no other member, who has not spoken previously, wishes the floor.
- .06 No member may speak longer than three minutes on any one question; three minutes should he/she speak a second time. He/she may speak additionally only with the unanimous approval of the assembled delegates.
- .07 It is requested that, wherever possible, members speak alternately for and against against the resolution being debated.
- .08 Except where a motion in violation of the Constitution, the District By-laws, a member wishing is to raise a point of order must do so at the time the breach occurs. In the foregoing case, it may be raised at any time.
- .09 Every speaker must confine his/her remarks to the question before the meeting; if he/she fails to do so, he/she must be ruled out of order.
- .10 When a speaker is ruled out of order, he/she must take his/her seat immediately.
- .11 An appeal from the ruling of the Chair must be made at the time the ruling is made. It is debatable in all cases except where it relates to the indecorum of the rules of speaking.
- .12 Voting shall be by a show of hands or coloured card, except where a ballot or poll vote is requested. A ballot or poll vote may be requested before the question is put, or immediately after the question has been voted on, providing the next item of business on the agenda has not been placed before the meeting. Such a vote can only be requested by:
- .01 AT DISTRICT CONVENTION
- .01 The Governor, or
- .02 At least two Deputy Governors, or
- .03 At least ten voting delegates.
- .02 AT ZONE CONFERENCE
- .01 The Deputy Governor, or
- .02 At least two Club Presidents, or
- .03 At least ten voting delegates.