

Educational Liaison Association of Alberta Policies

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1. Expenses

1.1. ELAA Executive and Committee Members

1.1.1. Expenses incurred in organizing, hosting or attending executive meetings shall be covered by the Association operating budget, if the member institution is unable or unwilling to cover such charges.

1.1.2. A meal may be provided at all executive meetings when reasonable

- 1.1.2.1. Breakfast \$15
- 1.1.2.2. Lunch \$20
- 1.1.2.3. Dinner \$30
- 1.1.2.4. Snacks/Coffee \$10

1.1.3. An estimate of executive expenses will be submitted and included in the annual proposed operating budget.

1.1.4. In recognition of executive service, a token gift will be provided to each executive member (approx. value of \$50 each), if there are funds in the budget to allow for this.

1.1.5. Travel Expenses

1.1.5.1. This policy applies to Executive Members who are required to attend ELAA executive and/or professional committee meetings and to any members of Executive appointed committees who are required to attend committee meetings for ELAA.

1.1.5.2. Unless under prior Executive approval, travel expenses to meetings will be assumed by the member's institution. Executive or committee members who reside or work within the city where the meeting will take place will not be eligible for gas or travel compensation. Executive and committee members will use the most reasonable and economical mode of transportation; in most cases the member institution will cover the cost of transportation; however if the member institution does not cover the cost the following will apply:

1.1.5.2.1. Company Vehicle – Gas costs will be fully reimbursed if accompanied with the original receipt(s). Receipts must show GST payable and the business' GST Registration number.

1.1.5.2.2. Flat Rate/Alternative mode of transportation – Alternative modes of transportation shall be reimbursed to a maximum flat rate per kilometre based on destination calculations from maps.google.com or actual odometer reading. No receipt is required. The value will be determined by the Revenue Canada rate found at <http://www.cra-arc.gc.ca/tx/bsnss/tpcs/pyrll/bnfts/tmbll/wnc/nntx-eng.html>.

1.1.5.2.3. Receipts – if a car has been rented, the member must provide the Treasurer with a copy of the rental agreement showing the charge, made out in their name, not the institution name. Gas will also be covered with a proper receipt being provided.

1.1.5.2.4. Parking – when not covered by the meeting venue; shall be reimbursed when accompanied by a receipt.

1.1.5.3. All expense travel claims shall be submitted to the Treasurer within 30 calendar days of completing the trip. Incomplete forms shall be returned for completion and may delay payment.

1.1.5.4. In the case of the VP/Treasurer, her/his travel expense claim shall be submitted to the President.

1.1.5.5. The VP/Treasurer shall ensure that all submissions adhere to the travel and expense policy guidelines.

1.1.5.6. Accommodations will generally not be covered. Exceptions may be considered by the Executive in advance on a case by case basis.

2. Dates-at-a-Glance Document

2.1. ELAA will produce an annual Dates at a Glance (DAG) document(s) for distribution. An estimated budget outlining the costs of printing and artwork will be included in the annual operating budget. The document(s) will be available for download from the ELAA website by 15 September of each year.

3. Sponsored Events

3.1. ELAA Orientation

ELAA holds an annual ELAA recruitment conference for ELAA member representatives. The planning and coordination of the conference will be chaired by the Special Events Coordinator with the assistance of the Executive members and 2 ELAA member volunteers. A budget estimating all conference expenses will be prepared at the beginning of the year and a detailed statement of expenses will be presented following the conference. A delegate fee will be charged for each ELAA representative. The conference will operate on a cost-recovery basis.

3.2. Counsellor Update

ELAA holds an annual update for guidance counsellors. The planning and coordination of the update will be chaired by the Special Events Coordinator with the assistance of the Executive members and other ELAA member volunteers. A budget estimating all conference expenses will be prepared at the beginning of the year and a detailed statement of expenses will be presented following the conference. A delegate fee will be charged for each counsellor and ELAA representative. The update will operate on a cost-recovery basis.

4. Event Refund Policy

4.1 For all events requiring payment for registration, a full refund will be provided with written notification of cancellation received by the Special Events Coordinator within seven (7) days of such event. No refund of any sort will be provided with less than seven (7) days notice of such event.

5. Speakers, Volunteers and Facilitators Fees and Honorariums for ELAA Events

5.1. Internal Speakers - a member of the organization who has been called upon to prepare materials and speak on a specific topic.

5.1.5. Remuneration to be determined as per Article 10.7.

5.2. External Speaker – a speaker not from the organization who has been called upon to prepare materials and speak on a specific topic.

5.2.5. Reasonable expenses will be covered with pre-approval by the ELAA Executive and may include:

5.2.5.2. one night accommodation if the event exceeds 100 km from primary residence

5.2.5.3. lunch and/or dinner the day of the conference as arranged by the ELAA Executive

5.2.5.4. travel assistance at a rate based on maps.google.com and approved by the ELAA Executive

5.2.5.5. speaker fees

5.3. Facilitator – a member of the organization who has been asked to oversee a round-table discussion and take notes while doing so. A Facilitator does not require prior preparation.

5.4. Volunteers – organization members who have volunteered some time on the day of the event. No preparation is required.

5.5. Honorariums – a small gift given to a member that has gone above and beyond their volunteer activities.

6. Position Actions

6.1. Each Executive member has a specific job description. If an Executive member is unable to complete a task in a timely manner then that person must advise the President who will then disseminate the duties accordingly. Under no circumstances is a member of the Executive to take over someone else's responsibilities, without going through the President first.

7. Representation of ELAA

7.1. If a member of the media contacts the association for any information, then the Communications Coordinator and the President must be notified. Only the two aforementioned people can speak officially on behalf of the Association.

8. In Camera Discussion

8.1. All "In Camera" discussions will be kept highly confidential. Agenda items shall be considered in camera if they fall within one or more of the following classifications:

8.1.1. Items where disclosure could reasonably be expected to harm a security or disciplinary matter.

8.1.2. Items where disclosure could harm the financial or economic interests of the Association.

8.1.3. Items relating to management of staff or the administration of the Association and that have not yet been implemented or made public.

8.1.4. Items concerning negotiations carried on by or for the Association.

8.1.5. Items where the disclosure of information could reasonably be expected to result in the premature disclosure of a proposal or project or in undue financial loss or gain to a third party.

8.1.6. Items where protection of a third party's personal information and privacy is involved.

9. Pecuniary Interest

9.1. The Association defines a pecuniary interest to be a particular kind of conflict of interest, specifically, any matter that has the potential to affect an individual financially. An executive member is considered to have a pecuniary interest in a matter if their own, their immediate or extended family financial matters could be impacted either negatively or positively. If a member of the executive has a pecuniary interest in the subject matter, they are expected to declare their interest before the discussion begins. That executive member shall not vote on the matter. The remainder of the executive present at the meeting shall hear the nature of the interest and shall decide whether the member who has the interest should be able to take part in the discussion. If not, that member shall be excused, and then recalled when the matter is concluded/decided.

10. Miscellaneous Meeting Information

10.1. Videotaping, recording equipment and cameras are not permitted at executive meetings without the permission of the President.

10.2. The secretary will request agenda items from the executive members at least one week prior to the meeting; the members will then have two days to make any additions. The Secretary will email the agenda to the President for approval prior to general distribution. The Secretary will ensure the final agenda is emailed 3 days prior to the meeting with all voting items highlighted to ensure everyone is prepared to discuss and vote.

10.3. The secretary must supply the executive a list of action items within a week of the meeting being completed. The full minutes from said meeting must be completed within 2 weeks of meeting. After the minutes are approved by the executive the minutes must be sent to the membership.

11. Elections

11.1. The positions of President, VP/Treasurer, Secretary, Special Events Coordinator, PSE Coordinator, Communications Coordinator and Members at Large shall be elected by the membership at the General Meeting as outlined in Bylaw 10 -- Executive. Notice of nominations for all vacant positions shall be given thirty (30) days prior to the General Meeting.

11.2. Those members interested in the position of President must supply the membership with a statement of position outlining their intentions prior to the General Meeting. Nominations will not be taken from the floor, unless the position is vacant or the person running is uncontested.

11.3. A chief Returning Officer will be appointed at the beginning of the General Meeting prior to the commencement of elections.

11.4. Nominations shall be called from the floor at the General Meeting for all positions other than the President. Each present nominee must accept the nomination in person or by proxy, before it will stand. Members who are unable to attend a General Meeting may run for an Executive position provided they submit a written statement to ELAA, indicating their intentions.

11.5. The Chief Returning Officer shall cease nominations for each position after a reasonable period of time.

11.6. Each candidate shall have an opportunity to address the membership prior to voting.

11.7. All voting for elections shall be by secret ballot and shall follow Bylaw 2 -- Voting Rights.

11.8. In the event of only one candidate being nominated, that candidate shall be acclaimed.

11.9. In the event of a tie a re-vote shall take place.

11.10. Any member or candidate may call for a recount at the time of voting.

11.11. All ballots shall be destroyed immediately following the meeting.

12. Financial Policy

12.1. Association's fiscal year shall be January 1st to December 31st. The Treasurer in consultation with the Executive shall be responsible for drafting an annual operating budget and events budget for the Association.

12.2. The Association operates one fund, the Operating Fund. This serves as the only fund to carry out day to day financial activities of the association.

12.3. From time to time, surpluses occur in the association's operating account. These funds, as well as the Association' cash assets, may be used for term investments, subject to formal approval of the executive.

12.3.1. There shall be no exposure to loss of the original investment. ELAA shall consider itself as trustee to all investment income.

13. Post-Secondary Events Policy

13.1. ELAA will coordinate Post-Secondary Events (PSE).

13.2. The planning and coordination of the PSE schedule will be chaired by the PSE Coordinator, with the assistance of the Executive members.

13.3. ELAA members are responsible to confirm or decline participation, in a timely manner, for all scheduled PSEs and to adhere to the ELAA Responsibilities of Membership as stated in Bylaw 12 at all times.

14. Listserv

14.1. Individuals provided access to the Listserv will be identified as the recruitment staff members who have signed the ELAA ethics agreement upon payment of membership dues.

14.2. Every year, on September 1, the Member at Large will send out an email to the Listserv reminding members of this policy and proper protocol for usage.

15. Meeting Conduct

15.1. All meetings of the Association shall be conducted according to Bourinot's Rules of Order.

16. Executive Attendance at ELAA Orientation and Counsellor Update

16.1. Executive members will not be required to pay for the registration for either the Orientation or the Counsellor Update. Additional representatives from an institution with a representative currently serving on the ELAA Executive will be charged only the additional member fee. ELAA will pay for Executive members hotel rooms for both events up to the advertised conference room rate.

17. Website Contact List

17.1. The ELAA website contact list is limited to general or primary institutional contacts only; no specific faculty contacts are to be listed, though any additional institutional contacts (faculty representatives, etc.) may continue to be included on the listserv.

18. Inclement Weather Policy

18.1. In the event of inclement weather, representatives should be aware of their own institutional policy regarding risk management.

18.2. In the event that travel conditions include but are not limited to the following conditions, the PSE Coordinator will contact the event host to determine if the event should be cancelled:

18.2.1. Extreme wind chill;

18.2.2. Temperature colder than -35C;

18.2.3. Heavy snowfall or heavy snowfall warning affecting the region;

18.2.4. Freezing rain or icy road conditions;

18.2.5. Unusually dense fog or poor visibility;

18.3.If the decision is made to cancel the event, it is the responsibility of the PSE Coordinator (or Acting PSE Coordinator) to advise representatives via email to the ELAA Listserv and posting a notice on the ELAA Facebook account. ELAA Members and Associate Members will be responsible for contacting the PSE or APSE Coordinator if there is any question about an event and the weather.

18.4.In cases where the decision is made by the PSE Coordinator or another ELAA Executive member to go ahead with an event in inclement weather, the final decision on whether or not to travel to the event is at the discretion of each individual institutional representative in consultation with their supervisor and/or institution. If the decision is made not to attend it is imperative that the individual representative notify the PSE or APSE Coordinator of their non-attendance.

19. Alberta Post-Secondary Event Table Guideline

19.1. If an institution would like to request additional tables at an ELAA event to increase their ability to serve participants (i.e. in the institutions hometown), they must indicate their request on the event registration form. The PSE Coordinator will then contact the High School Counsellor to confirm that additional institutional tables would be relevant for their student demographic and that additional tables are available for use. The PSE Coordinator will then make a decision and respond to the original request from the institution. If additional representataives are attending a particular ELAA event, they are required to sign the Ethics Agreement, be on time and attend any meetings prior to events, led by the PSE Coordinator.

20.Event Hours/Day

20.1. Although most events are scheduled for morning, afternoon, or evening, there will be exceptions from time to time. Under no circumstances will the combined times of events run over 7.5 hours per day.