



## **Educational Liaison Association of Alberta Policies**

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### **1. Expenses**

#### 1.1. ELAA Executive and Committee Members

1.1.1. Travel and out-of-pocket expenses incurred in organizing, hosting or attending executive meetings or Association events may be covered by the Association operating budget or through cost-sharing with the member institution, excluding salary and wages. Pre-approval is required for reimbursement of all expenses, per ELAA Expense Procedure. Original receipts required for all expenses, unless otherwise explicitly stated or approved in advance.

1.1.2. A meal may be provided at executive and subcommittee meetings when reasonable and approved in advance by the executive.

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

1.1.4. Any member institution or representative thereof found fraudulently misrepresenting a claim for expense reimbursement (e.g., falsifying receipts double-claiming) will undergo dispute resolution procedures (bylaw 8) which may include suspension or termination of the institution's ELAA membership.

#### 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, ELAA will not reimburse travel expenses. Executive or committee members who reside or work within 50km of where the meeting will take place will not be compensated for their travel. Executive and committee members will use the most reasonable and economical mode of transportation; however, if the member institution cannot fully cover the cost the following will apply:

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

1.1.5.2.2. Flat Rate/Alternative modes of transportation. Alternative modes of transportation (e.g., personal vehicle, borrowed vehicle) shall be reimbursed to a maximum flat rate per kilometer based on destination calculations from [maps.google.com](https://maps.google.com) or actual odometer reading. No receipt is required. The value will be determined by the Revenue Canada rate found at <https://goo.gl/9yjiWA>. Flat rate transportation (e.g., bus, coach, taxi, airplane) will be reimbursed at face-value. Receipt is required.

1.1.5.2.3. Rental vehicle. If a vehicle 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. Fuel will also be covered with proper receipt(s) being provided.

1.1.5.2.4. Parking. When not covered by the meeting venue or pre-approved accommodation; 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. 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 and approved by 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 for distribution. An estimated budget outlining the costs of printing and artwork will be included in the annual operating budget. The document will be available for download from the ELAA website by 1 September of each year.

2.2. Information requested from members for inclusion on the DAG must be submitted by August 1. Information received after August 1 may not be included on the DAG. It is the

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responsibility of the member to ensure this information is provided to ELAA in a timely fashion.

2.3. Distribution strategy for the DAG will be determined each year by the Executive.

### **3. Sponsored Events**

#### **3.1. ELAA Orientation**

ELAA holds an annual orientation event 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 member representative volunteers. A budget estimating all event expenses will be included as part of the overall ELAA budget to be voted on at the Annual General Meeting and a detailed debrief report and statement of expenses will be presented at the General Meeting. The conference will operate on a cost-recovery basis.

#### **3.2. ELAA Counsellor Update(s)**

ELAA holds a/an update event(s) for guidance counsellors. The planning and coordination of update(s) will be chaired by the Special Events Coordinator with the assistance of the Executive members and member representative volunteers. A budget estimating all event expenses will be included as part of the overall ELAA budget to be voted on at the Annual General Meeting and a detailed debrief report and statement of expenses will be presented at the General Meeting. A delegate fee will be charged for each counsellor, to be determined as part of the event budget, and 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.

5.1.1. Remuneration to be determined as per Bylaw 15 - Remuneration.

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

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

5.2.1.1. One night accommodation if the event exceeds 100 km from speaker's primary residence;

5.2.1.2. Lunch and/or dinner the day of the conference as arranged by the ELAA Executive;

5.2.1.3. Travel assistance per Policy 1.1.5 with pre-approval by the ELAA Executive;

5.2.1.4. 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, with pre-approval by the ELAA Executive.

## **6. Position Actions**

6.1. Each Executive member has a specific job description (bylaw 11). If an Executive member is unable to complete a task in a timely manner they must advise the President who will delegate the duties accordingly. Under no circumstances is a member of the Executive to take over another position's responsibilities, without prior approval of the President.

6.2. Responsibilities of any vacant Executive position(s) shall become the responsibility of the President. The President may delegate responsibilities of the vacant position to other members of the executive, if required, but will remain accountable for actions and expectations of the vacant position.

6.3. Vacant positions holding an Executive vote being executed by the President or other Executive member will be recorded as abstentions from all votes to prevent more than one vote being held by a single executive member.

6.4. Vacant positions cannot be used in calculation of quorum for executive meetings as detailed in Bylaw 9.1.2.

## **7. Representation of ELAA**

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7.1. If a member of the media contacts the association for any information, then the President and the Communications Coordinator must be notified. Only the two aforementioned people are authorized to 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 result 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 their extended family's financial matters could be impacted either negatively or positively.

9.2. If a member of the executive has a pecuniary interest in the subject matter, they are expected to disclose their interest before the discussion begins and to have the nature of the disclosure noted in the meeting minutes. 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.

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9.3. Pecuniary interest also applies to executive members, their families or anyone else accepting money, gifts, rewards, donations, in-kind considerations, or other forms of tangible or intangible items as a result of Association money being spent. For example, loyalty/reward points cannot be taken for Association funds used to book an event venue.

9.4. Association funds used for expenses under Policy 1. Expenses, Policy 4. Event Refund Policy, Policy 5. Speakers, Volunteers and Facilitators Fees and Honorariums for ELAA Events or Bylaw 15. Remuneration shall be exempt from the pecuniary interest policy, provided all necessary and governing bylaws, policies and procedures related to the expense are followed, including but not limited to signed and authorized paperwork and pre-approval from the Executive.

## **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, Vice-President/Treasurer, Secretary, Special Events Coordinator, PSE Coordinators, Communications Coordinator and Members at Large shall be elected by the membership at the General Meeting as outlined in Bylaw 10 - Definition of the 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.

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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.

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 1 to December 31. The Treasurer in consultation with the Executive shall be responsible for compiling an annual operating budget for the Association, with a comprehensive draft presented at the General Meeting and a vote by the membership to accept the proposed budget at the Annual General Meeting.

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).

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13.2. The planning and coordination of the PSE schedule will be chaired by a PSE Coordinator, with the assistance of Executive members and member representative volunteers, as required.

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

### **14. Listserv**

14.1. Individuals provided access to the Listserv will be identified as representatives of member institutions in good standing who have signed the ELAA Individual Ethics Agreement for the current membership year.

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 registration for either the Orientation or the Counsellor Update, should there be a charge to membership based on cost-recovery for the event. ELAA will pay for Executive member's 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 will 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 and adhere to their own institution's policy regarding risk management.

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



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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 a PSE Coordinator (or Weekly Coordinator) to advise representatives via email to the ELAA Listserv and posting a notice on the ELAA Facebook account. ELAA Members will be responsible for contacting a PSE Coordinator or the Weekly Coordinator if there is any question about an event and the weather.

18.4. In cases where the decision is made by a 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 a PSE Coordinator or the Weekly Coordinator of their absence.

## **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, they must indicate their request on the event registration form. A PSE Coordinator will then contact the High School Counsellor to confirm additional institutional tables would be relevant for their student demographic and additional tables are available for use. A PSE Coordinator will then make a decision and respond to the original request from the institution. If additional representatives 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 a PSE Coordinator or Weekly 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.

## **21. Records retention policy**

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21.1. This policy applies to records of the Association, including but not limited to emails, correspondence, financial statements, receipts, audits, meeting minutes, bylaw documents, policy documents, ethics agreements, form submissions and event registration, whether physical or electronic in nature.

21.2. Physical records will be kept for seven years, inclusive of the current year, with the exception of financial records following Bylaw 14.1. Service Alberta maintains copies of annual filings indefinitely, as per the Society Annual Return, and can make these records available if necessary.

21.2.1. Physical and electronic records will be kept in the possession and/or under the responsibility of the executive member they pertain to and shall be provided to the position's incoming executive member at the end of the position's term. If a period of vacancy will be present in the position, physical records are to be transferred to the President.

21.2.2. Electronic records will be stored on agreed-upon platforms. Executive members will be provided with access to all electronic records necessary to engage in the roles and responsibilities of their position.

21.3. Physical records surpassing the end of the retention period will be destroyed, provided electronic versions of the records are kept in perpetuity.

## **22. Use of information technology resources**

22.1. This policy applies to everyone who uses information technology resources owned by or managed by the Association including, but not limited to, data, information, hardware, software and official social media channels.

22.1.1. Information technology resources. Information technology resources refer to all hardware, software, and supporting infrastructure owned or managed by, or in the custody of, the Association that are used to create, retrieve, manipulate, transfer and store electronic information. This includes, but is not limited to, computers, software, telecommunication and portable devices, cloud services, website, social media channels and data stored on, or in transit, on the above.

22.1.2. Official social media channels. All social media accounts established on behalf of the Association.

22.1.3. Social media. Online communication channels dedicated to community-based input, interaction, content-sharing and collaboration.

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22.1.4. Users. Everyone who uses information technology resources owned or managed by the Association.

22.2. Hardware assets owned by the Association (e.g., laptop computer) will be kept in the possession of an agreed-upon voting member of the current executive and may, at the discretion of the Association and while still under policy guidelines, be used by other executive members for purposes of carrying out Association business.

22.2.1. If a period of vacancy will be present in any position responsible for a hardware asset, the asset shall be transferred to the President.

22.3. Association information technology resources must be used in a manner that is secure, responsible, ethical and respectful. Use of these resources for disruptive, discriminatory, illegal, harassing or malicious purposes is strictly prohibited.

22.4. Association information technology resources must be used primarily for activities related to the mission of the Association.

22.5. Use of information technology resources to create, transmit, or receive information owned by, or in the custody or under the control of, the Association must protect that information in a manner that is commensurate with its value, use, and sensitivity.

22.6. Users will comply with all copyright and licensing agreements. The Association will assist any copyright owner, with just cause, to notify individuals violating copyright laws.

22.7. Users shall not attempt to circumvent data protection schemes or uncover security vulnerabilities.

22.8. Users shall not attempt to degrade system performance or capability, or attempt to damage systems, software, or intellectual property of others.

22.9. Accounts and passwords or other credentials that are used for authentication may not, under any circumstances, be used by persons other than those to on the Association's Executive.

22.10. Users shall not use Association information technology resources to gain unauthorized access to external computer systems or services.

22.11. Users shall not attempt to monitor another user's data communications.

22.12. Use of Information technology resources and data that is owned by, in the custody of or under the control of the Association for personal profit or non-association commercial gain is prohibited.