

**Fundraising Association for Heritage Hills Elementary
FAHHE**

POLICY & PROCEDURE MANUAL

November 2020

POLICY ONE – POLICY AND PROCEDURE DEVELOPMENT

1.1 Policy:

- a) Policies and procedures are developed to document key processes necessary for the Fundraising Association for Heritage Hills Elementary (FAHHE) to operate efficiently, effectively, and with transparency and accountability to Members.
- b) Policies shall be consistent with Association Objects, Bylaws, the Societies Act (Service Alberta/Corporate Registry), and Alberta Gaming and Liquor Commission (AGLC) Regulations, requirements and relevant legislation. Policies shall adhere to relevant Heritage Hills Elementary policies and EIPS policies.
- c) This Policy and Procedure Manual shall be a resource for Association Executive Officers, Directors, Members, and school administration.
- d) Policies and procedures are created and implemented by the Executive Officers and form the Association's Policy and Procedure Manual.
- e) This Policy and Procedure Manual should be reviewed and updated, if necessary, on an annual basis by the Executive Officers.

1.2 Procedure:

- a) Each policy shall have a general statement of policy and specific procedures for implementing the policy.
- b) Forms and relevant materials developed for implementing the policy, if applicable, will be included as appendices to the policy.
- c) Policy development or amendment may be initiated by Members, Executive Officers, committees, or by legislation.

POLICY TWO – CODE OF CONDUCT

2.1 Policy:

- a) All Members are expected to:
- Be guided by the Objects and Bylaws of the Association.
 - Respect all Members of the Association and school community.
 - Communicate openly, respectfully and honestly.
 - Promote a positive atmosphere where individual contributions are encouraged and valued.
 - Follow relevant PIPA standards of confidentiality.
 - Declare any conflicts of interest.
 - Adhere to the Rules of Order for FAHHE Meetings. (attached)

2.2 Procedure:

- a) Any member who violates this Code of Conduct may be subject to suspension from membership in the Association as described in the Bylaws.

POLICY THREE – TRANSITION OF EXECUTIVE

3.1 Policy:

- a) The Executive ensures that all legal obligations are met and in the continuity of operations when changes in the Officers and Directors occur.
- b) The Executive Officers, whenever possible, shall act as a resource for the new Executive Officers by giving advice and guidance, when requested, to ensure a smooth transition.

3.2 Procedure:

- a) Government Requirements:
 - i. Service Alberta:
 - Update the Officers and Directors registered with Corporate Registry, by letter, with new Executive information (name, address, and phone number.)
 - Information must be updated within thirty (30) days of the change as per the Societies Act.
 - ii. AGLC:
 - Update the Officers and Chairpersons registered with AGLC by completing their form, available online.
 - Change the password to the FAHHE AGLC online account and share with Executive Officers.
 - The address for all Officers and Chairpersons for AGLC purposes shall be the address of Heritage Hills School. Recommended not to use personal addresses as correspondence is mailed out using these addresses, and Officers and Chairpersons change.
 - iii. Financial Institution:
 - Signing authorities determined according to the Association Bylaws.
 - Update Administrator for Online Banking
 - Each bank has different procedures for this. We currently bank at the ATB on Baseline Road in Sherwood Park. Recommended to make an appointment at the bank to change signing authorities and ask what is needed (meeting minutes designating new signing authorities, photo ID, Social Insurance Number.)
 - Financial institution may do a Corporate Search to verify that the names recorded with Corporate Registry match the new signing

authorities. Recommended to update Corporate Registry prior to updating the signing authorities.

- b) Officer and Director Responsibilities:
 - i. Ensure continuity between the past and current year:
 - Inform incoming Officer or Director of the position duties, how they are performed and any ongoing initiatives.
 - Ensure all Association property, documents, electronic files and accounts are relinquished as per Association Policy.

POLICY FOUR – EXECUTIVE DUTIES

4.1 Policy:

- a) The Executive acts in the best interest of the Association and its Members, and provides leadership and oversight of the activities of the Association. The Executive follows regulations in the Societies Act and requirements of AGLC.
- b) The Executive shall work collaboratively with the school administration and the Heritage Hills Elementary School Council Executive. This ensures a positive working relationship that will be the most beneficial for all parties.
- c) The President shall provide a copy of the Policy and Procedure Manual, Association Bylaws, Association Objects, and the Rules of Order for FAHHE Meetings to all Officers and Directors, and to the school Principal at the start of each school year. These documents shall be posted on the school website and be accessible by all Members.

4.2 Procedure:

- a) Executive Members and Chairpersons:
 - Perform their duties in a professional manner that promotes confidence and trust in the integrity, objectivity and impartiality of their work.
 - Endeavour to speak from knowledge and experience.
 - Respect and support Association Objects, Bylaws, policies and procedures and decisions of the membership.
 - Keep the best interest of the Association and membership at the forefront when decision-making and carrying out duties.
 - Ensure they are properly performing their roles and duties by contacting the Alberta School Councils' Association (ASCA) for information designed specifically for fundraising associations and meeting management.
- b) President:
 - Main spokesperson of the Association and the Executive Committee.
 - Has general knowledge of all activities of the Association and shares this with the Vice President (recommended in case the President must resign or take a leave of absence, and assists in grooming the Vice President for the President's role.)
 - Has signing authority for the Association.
 - Attends and Chairs all meetings of the Association.

- Consults with the Principal in early September to get a school 'Wish List' of items that could be purchased for the school by the FAHHE to enrich the school experience of the students. Share this Wish List with the Executive Officers and the Members.
- Consults with Executive Members, as necessary, to prepare the Agenda for meetings and ensures the Secretary distributes the Agenda to Members prior to the meeting (recommended to email out and post on the school website at least one week prior to meeting.)
- Prepares a report for monthly meetings.
- Shares monthly updates with the Heritage Hills Elementary School Council Chair and school administration.
- Provides monthly submissions to the Principal for the school newsletter.
- Follows the Rules of Order for FAHHE Meetings.
- Prepares an annual summary of Association activities for the Annual General Meeting to share with the membership.
- Positively promotes the FAHHE and Heritage Hills Elementary and encourages parental engagement and volunteering.

c) Vice-President:

- Attends all meetings of the Association and acts as Chair when the President is absent.
- Has signing authority for the Association.
- Assists the President whenever possible.
- Learns the duties of the President (typically being groomed to become the President.)
- Follows the Rules of Order for FAHHE Meetings.
- Positively promotes the FAHHE and Heritage Hills Elementary and encourages parental engagement and volunteering.

d) Treasurer:

- Attends all meetings of the Association.
- Has signing authority for the Association.
- Keeps the Association's funds in appropriate bank accounts in a financial institution as directed by the Association.
- Ensures the Association's financial records are accurate and up to date, accounting for all deposits, receipts and expenditures.
- Reconciles all bank statements relating to the Association accounts.
- Deposits and withdraws funds from the Association accounts in accordance with AGLC requirements and legislation.
- Ensures cheques, prior to deposit, have correct dates, are signed, and are written out correctly and for correct amounts.
- Pays invoices approved by the Association.

Fundraising Association for Heritage Hills Elementary (FAHHE)
Policies and Procedures

- Presents monthly financial reports at Association meetings.
- Ensures all annual financial reports are prepared for the AGM, Corporate Registry and AGLC.
- Presents the audited annual financial statement to the membership at the AGM. The audited annual financial statement will be for the previous year (not for the current year.)
- Prepare and submit annual taxes to the Canada Revenue Agency.
- Creates an annual budget (with collaboration with the WSC Chair and school administration) to present for approval at a monthly Association meeting no later than October 30th. This budget includes FAHHE activities, WSC activities that FAHHE financially supports, and any school administration 'Wish List' items.
- Follows the Rules of Order for FAHHE Meetings.
- Positively promotes the FAHHE and Heritage Hills Elementary and encourages parental engagement and volunteering.

e) Secretary:

- Attends all meetings of the Association.
- Ensures FAHHE Membership Forms are available at all meetings for new Members to fill out and return for immediate membership.
- Follows the Rules of Order for FAHHE Meetings.
- Positively promotes the FAHHE and Heritage Hills Elementary and encourages parental engagement and volunteering.
- Has signing authority for the Association.
- Records minutes of meetings and keeps a Minutes Binder of the Association up-to-date with original approved meeting minutes, including any reports presented for that meeting.
- Posts 'Draft' and approved Minutes on the school website and on the school bulletin board, and distributes them to members in a timely fashion (recommend within 1 week of the meeting.)
- Ensures the Register of Members is up-to-date by verifying or updating annually or as needed using the FAHHE Membership Form.
- Keep the membership email list accurate and up-to-date.
- Submits the change of Officers and Directors to Corporate Registry and AGLC, if needed.
- Distributes correspondence and communication as directed.

f) Directors-at-Large and Chairpersons:

- Positions and duties are determined on an annual basis as needed and have a yearly commitment (or designated term of duty.) For example: Volunteer Coordinator or Grant Coordinator.

**Fundraising Association for Heritage Hills Elementary (FAHHE)
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g) Critical Deadlines:

JUNE:

- Annual General Meeting (AGM) must be held before June 30th. Meeting notice requirements listed in Association bylaws as per Societies Act.
- Audited annual financial statements of the previous year must be presented to the membership.
- Election of Executive Officers takes place at AGM.
- Appoint auditors (either an accountant or 2 Members) to audit the financial statements for the current year (to be presented at next year's AGM.) Recommend that the auditors not be Executive Officers nor have signing authority. Recommend that auditors not reside in the same household nor be spouses of Executive Officers.

JULY:

- Update Executive Officer information at Corporate Registry and AGLC after AGM. The Officer addresses for AGLC purposes should always remain the mailing address of Heritage Hills Elementary.
- Complete fiscal year annual financial report (once cheques have all cleared the bank accounts.)
- Amendments to Bylaws or Objects of the Association that were approved at the AGM must be filed with Corporate Registry.

SEPTEMBER:

- Update signing authorities on Association bank accounts. Can also be done at the end of June, after the AGM.
- Meet with Principal to get the school's Wish List. Can also be done at the end of June.
- Send out FAHHE Membership Forms to determine Members and communication methods for Members.
- Hold first Association meeting of the school year.
- Create Fundraising Plan.
- Discuss budget plans.

OCTOBER:

- Present the Association annual budget for approval by membership no later than October 30th.
- Vote on Fundraising Plan and appoint Chairpersons as needed.

NOVEMBER:

- Audited Annual Return must be filed with Corporate Registry by November 19 (30 days after the Association incorporation date.)

POLICY FIVE – COMMUNICATION

5.1 Policy:

- a) The Association communicates effectively with Members and the school community (the Heritage Hills Elementary School Council and school administration.)

5.2 Procedure:

- a) The Association shall be consistent with all relevant legislation (eg. Anti-Spam legislation and PIPA guidelines.)
- b) The Association shall, for communication to the school community, use methods determined in conjunction with the school administration (eg. school newsletters, school bulletin board, school website, papers sent home.)
- c) The Secretary shall send out all correspondence as directed by the President via email to all participating Members (eg. meeting agendas, meeting minutes, fundraising information and updates.)

POLICY SIX – VOLUNTEERS

6.1 Policy:

- a) The Association will provide information to volunteers to effectively and efficiently perform their duties for the Association.
- b) The Association will ensure that they have current and up-to-date insurance coverage to protect all Members, Officers and volunteers (ie. D&O; Commercial General Liability, Bond & Crime.)
- c) All volunteers are subject to relevant PIPA guidelines on confidentiality, and must adhere to school regulations and Association Bylaws.

6.2 Procedure:

- a) The Executive may consider creating a FAHHE Volunteer Checklist for volunteers.
- b) The Executive may consider implementing a Confidentiality Agreement between the volunteers and the Association.
- c) The Treasurer will ensure that appropriate insurance coverage will cover all volunteers. (See Policy 15 – Insurance.)

POLICY SEVEN – MEETINGS

7.1 Policy:

- a) Association meetings will be conducted in a constructive, supportive environment and will be held at the School, if permitted by the Principal. Meeting dates and times should be set with input from the school administration and the Executive Officers.

7.2 Procedure:

- a) Regular Meetings
 - i) Operate as indicated in Association Bylaws.
 - ii) Agenda may include the following:
 - Review of Agenda (not required to approve the agenda)
 - Approval of Minutes from previous meeting
 - Reports from the President, Treasurer, Committee Chairs, School Council
 - Old business (outstanding business from previous meetings)
 - New Business (detailed)
 - iii) Motions are used to determine decisions. Minutes record the decisions and action required.
 - iv) All Members shall follow the Rules of Order for FAHHE Meetings.
- b) General Meetings (AGM/SGM)
 - i) Operate as indicated in Association Bylaws.
 - ii) Confirm membership of all attendees by using the Register of Members. FAHHE Membership Forms should be available to be filled out and returned at the meeting for immediate membership.
 - iii) Agenda may include the following:
 - Review of Agenda (items cannot be added or deleted from Agenda at AGM or SGM)
 - Approval of minutes from previous AGM
 - President's Annual Report
 - Treasurer's Report
 - Presentation of Audited Annual Financials
 - Appointment of the Auditor(s) for the following year
 - Special Resolutions (include documentation)

- Election of Officers
 - Appointment of Chairpersons for special committees (e.g. Hot Lunch)
- iv) Motions are used to determine the decisions. Minutes record the decisions and required actions.
- d) Ballot Voting Procedure – if requested by a Member
- i) Paper ballots are distributed to all eligible Members present.
 - ii) An Associate Member shall count the ballots and announce the winners.
 - iii) Motion to destroy the ballots once winners are determined.

POLICY EIGHT – COMMITTEES

8.1 Policy:

- a) Committees will be appointed by the Executive, as needed, to carry out the business of the Association.

8.2 Procedure:

- a) Standing Committee (eg. Hot Lunch)
 - i) Formation
 - The Executive Committee is formed automatically by the elected Officers and Directors comprising the Executive.
 - Other standing committees may be formed at any meeting of the Association, as determined by the Executive.
 - Any Member in Good Standing with the Association may serve on any standing committee, except the Executive Committee.
 - The Chair will be appointed by the Executive at the creation of the committee, except the Executive Committee in which the President shall serve as Chair.
 - ii) Length of Term
 - Standing Committees operate for one (1) school year.
 - iii) Duties
 - Communicates with the President.
 - Prepares monthly reports for Association meetings.
- b) Ad Hoc Committees
 - i) Formation
 - Formed at any meeting of the Association, as determined by the Executive.
 - Typical Ad Hoc Committees are the Fundraising Committees formed for each fundraiser.
 - Any Member in Good Standing with the Association may serve on any ad hoc committee.
 - The Chair will be appointed by the Executive at the creation of the committee.
 - ii) Length of Term
 - Ad Hoc Committees operate for less than one (1) school.

- iii) Duties
 - Communicates with the President.
 - Prepares updates for Association meetings.

- c) Committee Chairs
 - i) Call meetings of the committee.

 - ii) Delegate responsibility to committee members.

 - iii) Ensure the mandate of the committee is carried out.

 - iv) Communicate with the President and other Executive Members.

 - v) Ensure that property, documents, and electronic files are properly accounted for and filed as per Association policy.

- d) Committee Reporting
 - i) Submit regular updates for Association Meetings.

 - ii) Submit a summary report at the conclusion of their mandate which includes the accomplishments of the committee and any recommendations for future committee work.

POLICY NINE – FUNDRAISING

9.1 Policy:

- a) The Association will raise funds to support the school community and provide funding for approved Heritage Hills Elementary School Council activities.
- b) All fundraising activities are school-wide, and shall be reviewed by the school administration beforehand. The purpose of the fundraiser will be communicated to the school community (ie. what the funds raised be used for specifically.)
- c) Fundraisers proposed by individuals directly associated with a company will not be considered as it could be viewed as a conflict of interest. Members should not receive perks/kickbacks from fundraisers (e.g. cash back; company points/credits.)

9.2 Procedure:

- a) Guidelines
 - i) All monies must be counted and signed by at least two (2) Members, by completing the FAHHE Cash and Cheque Summary Form.
 - ii) The monies and the FAHHE Cash and Cheque Summary Form will be submitted to the Treasurer as soon as possible for bank deposit.
 - iii) Each fundraiser will need to request and adhere to a budget, including a prize budget, and have it approved by Members at a meeting before the fundraiser occurs.
 - iv) The Executive will create a standard “fundraising” letter for items (ie. to solicit donations for prizes.)
 - v) The Association gratefully accepts all types of donations (cash, prizes, items, services, etc.); however, the Association is not a registered charitable organization and is not able to issue tax receipts. Only the school has the capability of issuing tax receipts.
 - vii) The fundraiser Chair will give all records and documents to the Secretary who will then decide what needs to be filed and needs to be destroyed according to the Association policy.
- b) Bonuses

- i) Any bonuses earned from a fundraiser will be noted in meeting minutes.

POLICY TEN – ASSOCIATION ACCOUNT INFORMATION

10.1 Policy:

- a) All accounts belong to the Association and up-to-date access information will be maintained by the Executive.

10.2 Procedure:

- a) Passwords
 - i) The Association currently has the following non-financial accounts:
 - Executive Gmail accounts
 - AGLC online account (for Casino and Raffle applications)
 - ii) When the Hot Lunch program continues, a hot lunch gmail account and meal ordering account will be established.
 - iii) Access information, passwords and all password changes will be recorded through the Secretary and kept in a secured location determined by the Secretary.
 - iv) Passwords will be changed at the start of each new Executive Officer term, and as needed.
- b) Financial Account Information
 - i) The Association currently has the following two (2) financial accounts:
 - General Account: holds all non-gaming funds and may include raffle funds (AGLC) which will be held as a separate ledger line item.
 - Casino Account: has specific spending guidelines and limitations. Refer to the AGLC GAIN manual for guidelines or contact AGLC.
 - ii) All financial banking information will be passed on to new Executive Officers.

POLICY ELEVEN – DOCUMENTATION AND ELECTRONIC FILES

11.1 Policy:

- a) Accurate record keeping is essential to meet government obligations, minimize risk to the Executive and Association, facilitate effective decision-making, ensure transparency and accountability, and operate efficiently and effectively.
- b) All documents and electronic files are the property of the Association.

11.2 Procedure:

- a) Document Storage
 - i) The Association's permanent file storage is located within the school. Keys are kept in the school office. Only Executive Officers have access to the Association filing cabinets.
 - ii) Any files that are borrowed by Executive Officers must be reported to the Association Secretary. Files must be returned to the filing cabinet in a reasonable amount of time.
 - iii) All Association financial records, meeting minutes and official documents must be kept for 6 years, as per the Canada Revenue Agency. After the 6 year limitation, the documents may be purged by the Secretary as directed by the Association.
 - iv) The Association's official minute binder will be managed by the Secretary. It must be brought to the AGM for any Members to view, if requested.
- b) Electronic Files
 - i) Meeting agendas, minutes, and reports should be sent to the Heritage Hills Elementary school secretary to be uploaded onto the school's website.
 - ii) Copies of all relevant electronic files created each fiscal year may be stored permanently using document storage technology (USBs, DVDs, etc.) as determined by the Executive. These will be passed on from Executive to Executive.
 - iii) The Executive may want to explore One Drive or cloud storage to collectively store the Association's electronic files.

- c) Records Retention
- i) All official documents governing the Association are retained in a permanent filing cabinet, under lock and key, at Heritage Hills Elementary. This includes, but is not limited to, the Association's Objects, Bylaws and amendments, policy and procedure manual, meeting minutes.
 - ii) Financial records (statements, ledgers, cheques, invoices, receipts, contracts, etc.) will be stored in the permanent filing cabinet under lock and key, located at Heritage Hills Elementary.
 - iii) All meeting minutes and financial records of the Association must be retained for six (6) years, as per the Canada Revenue Agency. This applies also to electronic records used by the Treasurer to manage the finances of the Association.

POLICY TWELVE – FINANCES

12.1 Policy:

- a) Financial management of the Association's accounts and assets will be fully accountable and transparent.

12.2 Procedure:

- a) Signing Authority
 - i) The body, date and amount of all cheques must be filled out prior to signing. Signing authorities verify the cheque against the corresponding invoice(s) or receipt(s) before signing.
 - ii) Dual signatories are required for all cheques, as per the financial institution. It is best practice for Executive Officers with signing authority not to sign a cheque made out to themselves for reimbursement.
 - iii) The Treasurer should always be one of the signatories on the cheque, unless the cheque is made out to them in reimbursement.
- b) Regular Reporting
 - i) Financial reports must include the current cash position of the Association, income and disbursements for the reporting period and any outstanding expenses.
- c) Annual Budget and Spending Budgets
 - i) The Executive determines an annual budget for standard operating expenses to run the day-to-day operations of the Association (ie. office supplies, insurance, babysitting for meetings, etc.)
 - ii) The proposed annual budget is presented to the membership by the Treasurer for approval before October 30th each year.
 - iii) Additional expenditures brought forth during the year will be presented to the membership for approval at a regular meeting.
 - iv) Expenditures within the approved budgeted amounts will be reimbursed by submitting a completed FAHHE Expense Reimbursement envelope (kept in the school office) to the Treasurer.

POLICY THIRTEEN – REVIEW AND AUDIT

13.1 Policy:

- a) An annual review or audit of the Association’s finances for the previous fiscal year must be completed and presented to the membership at the AGM in June to comply with the annual filing requirements of the Societies Act (Section 25).

13.2 Procedure:

- a) Auditor(s) will be determined at the AGM according to the Bylaws.
- b) The Treasurer provides the following to the auditor(s):
 - Deposit book
 - Bank statements
 - Receipts and invoices
 - Summary of each fundraiser initiative
 - Previous year’s Annual Financial Statement.
- c) If the audit is conducted by two (2) Members, a financial review is performed.

POLICY FOURTEEN – INSURANCE

14.1 Policy:

- a) The Association will maintain adequate insurance to operate within Heritage Hills School as mandated annually by EIPS.

14.2 Procedure:

- a) EIPS currently requires the Association to have the following:
 - Minimum \$2 million in commercial general liability coverage
 - Heritage Hills Elementary by named as an additional insured on the Association’s liability policy.
 - Bond & Crime insurance policy, with a minimum \$50,000 bond limit.
 - Directors & Officers insurance (D & O)
- b) Proof of coverage is to be provided annually by the Treasurer to the school principal and EIPS.
 - i) The Association is insured by Lloyd & Sadd Insurance. Typically they bill EIPS in September, and EIPS pays the bill. EIPS then invoices the Association and we reimburse them for the coverage. This arrangement ensures that the Association receives the best insurance rate.
 - ii) Once the invoice is paid, Lloyd & Sadd issues an insurance certificate/notice to the Association (to be renewed annually).

POLICY FIFTEEN – CONFIDENTIALITY

15.1 Policy:

- a) Association Officers, Directors, volunteers, and committee members will:
 - Keep confidential all personal and financial information encountered while carrying out the duties of the Association.
 - All information collected will be used in accordance to the relevant guidelines of the Personal Information Protection Act (PIPA guidelines).
 - Mailing addresses and email addresses will only be used for the Association business.

- b) FAHHE Membership Forms will be circulated annually in September for a membership drive. These forms will be kept by the Secretary for one (1) school year. These forms will be destroyed each June as directed by the Executive, following PIPA guidelines.

15.2 Procedure:

- a) The Executive should create a Confidentiality Agreement to be signed by each Officer, Director, volunteer and committee member between themselves and the Association.

- b) The President and/or Executive Officers must be immediately notified in the event personal information has been lost or stolen. If this occurs, they must follow PIPA guidelines and report it to the Privacy Commissioner.

- c) Access to confidential information will be determined by the Executive based on duties performed. The Executive may want to have one of the Executive Officers act as the Privacy Officer of the Association as well (ie. the Vice-President.)

POLICY SIXTEEN – INTERNAL DISPUTES

17.1 Policy:

- a) The Association is committed to creating and maintaining an environment that is inclusive, supportive, and productive.
- b) Conflict situation should be addressed at the earliest possible opportunity and all complaints and conflicts must be dealt with in a confidential and professional manner.

17.2 Procedure:

- a) In the event of significant conflict between elected Officers, volunteers or Members, the following guidelines will apply:
 - i) If the complaint or conflict cannot be resolved by those directly involved, the conflicting parties may request the assistance of the President, in writing. If the conflict or complaint involves the Executive, outside or independent assistance may be used in resolving conflict. The President should discuss the situation with the school Principal for guidance and advice. If this does not resolve the conflict, the President could contact the Alberta School Councils Association (ASCA) for advice as they support fundraising associations as well.
 - ii) If the complaint or conflict involves the President, the written complaint can be given to the Vice President who will take appropriate steps to discuss with the President and the school Principal.
 - iii) If all other measures are taken to resolve the conflict but the conflict is so deep that it impedes the operations of the Association, a Special General Meeting of the Association should be called to 'let the Members' decide (as per the Bylaws.)

POLICY SEVENTEEN – MEMBERSHIP

17.1 Policy:

- a) Membership in the Association is open to all Parents and community members with a vested interest in Heritage Hills Elementary.
- b) The Secretary will maintain a Register of Members annually and as needed, as required by the Societies Act. The Register of Members will be updated throughout the year as new Members join and Members leave the Association (moving away; phase out of the school.)

17.2 Procedure:

- a) Anyone wishing to become a Member must fill out the FAHHE Membership Form annually.
- b) Parents and legal guardians of students enrolled at Heritage Hills Elementary will have membership in the Association from the date they join until they no longer have children attending the School or until membership is withdrawn.
- c) Community Members will have membership in the Association for a period of one (1) school year and must renew annually.
- d) It is the Member's responsibility to update their contact information with the Association. It is the Secretary's responsibility to keep records up-to-date.
- e) Members can update their information by completing another membership form or by providing an update, in writing or via email, to the Secretary.
- f) The Secretary should have blank FAHHE Membership Forms available at all meetings, including the AGM. Parents/Guardians can fill out a membership form at a meeting and return it to the Secretary and have immediate membership in the Association, with all the rights, responsibilities and privileges.

POLICY EIGHTEEN – CONTINGENCY FUND

18.1 Policy:

- a) A contingency fund is built and maintained to ensure that the Association can start business at the beginning of each school year.
- b) The contingency fund may also be used for the Association to function under extra-ordinary circumstances (ie. insufficient funds raised; if the Association takes a year off of fundraising.)
- c) A contingency fund must be maintained each year with the amount determined by the membership.

18.2 Procedure:

- a) The Treasurer will include the contingency fund in the proposed annual budget and in the financial reports.
- b) A Motion must be passed by the membership to draw on the contingency fund.

POLICY NINETEEN – CONFLICT OF INTEREST

19.1 Policy:

- a) A Member shall disclose a conflict of interest situation, whether actual, potential or perceived.
- b) “Conflict of interest” is defined as whenever they themselves, or members of their family, business partners or close personal associates, may personally benefit either directly or indirectly, financially or otherwise from Association decisions.

19.2 Procedure:

- a) Consensus of the membership attending that meeting will determine if there is true conflict of interest.
- b) In the event of a conflict of interest, the individual shall absent himself/herself from any discussion or vote on such matter. The individual may be asked to leave the meeting room during the discussion and vote.