



YOUNG PROFESSIONALS
OF CAMPBELL RIVER

YOUNG PROFESSIONALS of CAMPBELL RIVER POLICIES

1. Name

The name of this organization shall herein be called the Young Professionals of Campbell River and shall herein be referred to as 'YPCR'.

2. Mission

To bring the talent of our members together by collaborating and connecting through business networking, social interaction, community involvement and professional development.

3. Purpose

We operate under 4 pillars: Business Networking, Social Interaction, Community Involvement, Professional Development

4. Membership

a. Members

YPCR memberships will be granted to applicants who

- a) have paid their dues in full;
- b) are individuals between the ages of 19 and 45; and
- c) live, work or otherwise contribute to the Campbell River business community.

b. Honorary Members

The Board may, at its discretion, grant Honorary Member status to any individual who the Board deem to be worthy of membership but is otherwise ineligible for membership. Honorary Members are entitled to participate in all club activities at member prices, but are not eligible to hold office or vote.

c. Termination

Membership in YPCR may be terminated at the discretion of the Board. Membership dues will not be returned to expelled members of the YPCR.

5. Dues

a. Membership Dues

The Board shall set annual dues to be paid by all Members except Honourary Members. A proposed increase in membership dues of more than 5% in any given year must be approved by a majority of Members at a duly called general meeting.

b. Payment of Dues

Members shall be notified at least 30 days prior to annual dues being payable. Failure to pay annual dues shall result in termination of the Members membership effective the date on which dues are due. Notwithstanding the foregoing, the Board may extend membership if a Member pays their dues within a reasonable period of time of them becoming due.

6. General Body

- a. The General Body is all Members in good standing. All Members are entitled to one vote at general meetings.
- b. The Annual General Meeting of the YPCR will be held in the first week of October for the purpose of receiving the annual reports and the election of new Board members.
- c. Special General Meetings will held as requested by at least 5% of the Members or as required by the Board.
- d. Notice of all General Meetings will be provided at least 21 days prior to the General Meeting. The location and times of the meetings will be at the sole discretion of the Board.
- e. Quorum shall be no less than 25% of the Members of the General Body. No action requiring the approval of the General Body can be completed or take effect unless a quorum is present.
- f. Members who are not in good standing shall not be eligible to vote at General Meetings and shall not count towards the determination of Quorum.

7. Board of Directors

- a. The Board of Directors ("Board") will be the chief policy making body for the YPCR.
- b. To be eligible to run as a member of the Board an individual must be a Member in good standing of YPCR.
- c. The Board will consist of 10 Directors.
- d. No person may hold more than one position on the Board at any time.
- e. The term of office for all Directors shall be one year running from November 1 until October 31.
- f. There are no restrictions on the number of terms a Member may serve on the Board. A Director may hold a given position on the Board for a maximum of 3 consecutive terms, unless there are no other Directors who want to hold that position.
- g. In the event of a vacancy on the Board for any reason the remaining Directors may appoint an interim Director to hold the vacant position until the next election. The Term of every Director will expire on October 31, regardless of the commencement date.
- h. The Board shall meet as necessary to conduct the business of YPCR.

- i. Half of the Directors of the Board constitutes quorum for the purposes of carrying on business at Board meetings. Directors may attend meetings in person or by telephone.

8. Board Positions

- a. The Board Positions of the YPCR shall be President, Vice President, Secretary, Treasurer, Communications Director, and Directors at Large.

- b. The Responsibilities of each Board Position shall be as follows:

- i. President:

Be the chief executive officer of the YPCR with all powers necessary and proper which are not prohibited by the Constitution or another governing document or assigned to another Board Member;
Chair all meetings of the Board and General Body;
Have the power to set normal meetings of the Board and General Body and call special meetings of the Board;
Have the power to create standing and ad hoc committees upon approval of the Board;
Secondary liaison with all media contacts; and
Ensure direction in line of constitutional goals

- ii. Vice-President:

Assume the office of the President in the event of a vacancy in that office;
Assume the duties of the President in his/her absence;
Perform such duties as assigned by the President of the YPCR Board; and
Assist the President in his/her duties.

- iii. Secretary:

Take minutes of all meetings of the Board and the General Body and records of YPCR activities; and
Organize all internal documents and communications in a centralized location.

- iv. Treasurer:

Keep accurate records of YPCR finances;
Report on organization finances at Board meetings;
Create annual YPCR budget;
Collect membership dues and sponsorship proceeds; and
Record if each member has paid his/her membership dues.

- v. Communications Director:

Maintain the YPCR web site;
Maintain communication with Members through electronic methods and/or newsletter;
Together with Events Director, promote upcoming YPCR events;
Chair communications committee;
Manage and oversee the YPCR website, communications with the Members through electronic methods and/or newsletter; and
Work together with the Directors at Large to promote upcoming YPCR events, project and news of YPCR to the members.

vi. Directors at Large

The Directors at large shall share responsibility for all other duties of directors. In collaboration and cooperation with the other Directors, they shall organize into committees to best manage and administer these responsibilities. Committees may include: Public Relations, Fundraising, Membership, Events and Community Engagement; Professional Development. Each Director at large must chair at least one committee. All directors may sit on multiple committees. Specific responsibilities of the Directors at Large include:

Recruiting new members;

Maintain the YPCR membership list, including the name, address, D.O.B., phone number and email address of the Members in accordance with privacy policies and all applicable legislation;

Managing Member intake and retention;

Maintaining relationships with community organizations relevant to YPCR;

Maintaining communications with local businesses and education institutions as necessary;

Managing all fundraising for the organization, in cooperation with President;

Liaising with all media contacts;

Creating annual YPCR event calendar;

Overseeing the planning and execution of the YPCR events;

Ensuring YPCR events match organization mission and goals;

Leading the YPCR charity and community involvement initiatives;

Responsibility for coordinating activities and events for the professional development of Members;

Inviting guest speakers to speak to our members about various aspects of professional development.

9. Elections to the Board

a. Frequency

Elections of Directors will be held at the Annual General Meeting each year. A call for nominations shall be made to the General Body at least 30 days before the elections are to take place.

b. Chief Elections Officer

90 days prior to the elections, Members will be asked to volunteer as the Chief Election Officer. The Board will select a Chief Election Officer from those volunteers who will be responsible for applications and elections of all Directors.

10. Removal from the Board

a. Impeachment

Directors may be subject to impeachment using the following procedure:

- i. Failure to attend 3 Board meetings (in person or by phone) in a term without prior excuse from the President is grounds for immediate removal from the Board if approved by at least 2/3 of the remaining Directors.
- ii. Any complaints regarding the conduct of a Director shall be directed to the President. In the event the complaint is about the President, the complaint shall be directed to the Vice-President.

- iii. The complaint recipient shall, within 5 business days of receiving the complaint, contact the complainant to confirm receipt of same and clarify any information necessary to follow up on the complaint.
- iv. Within 7 business days of receiving the complaint, the complaint recipient shall provide a written letter to the subject of the complaint (the "Individual"), outlining the details of the complaint and seeking a response within 10 business days.
- v. The complaint recipient will strike a committee of at least 3 Directors (the "Committee") to assess the validity of the complaint and any defense provided by the Individual.
- vi. The Committee will report their findings to the Board as a whole.
- vii. The Board will vote to determine whether the Individual should be removed from the Board. The Individual will be ineligible to vote.
- viii. Removal from the Board must be approved by at least 2/3 of the voting Directors.
- ix. All impeachment proceedings shall be held confidential and meeting minutes where impeachment is discussed shall be held in camera.

b. Resignation

A Director may resign by providing written notice to the President, or in the case of resignation by the President to the Vice-President.

11. Committees

- a. The Board may create standing and ad hoc committees as necessary to conduct the business of YPCR. All standing and ad hoc committees must have an odd number of members, including the Chairperson.
- b. The Chairperson of all standing committees must be a Director.
- c. Committees shall formulate procedures of matters not provided for in the Bylaws. Such procedures must not be inconsistent with the Bylaws.

12. Expenditures, Purchases and Accounts Payable

- a. The Treasurer will prepare an annual budget including all known expenditures ("Annual Budget"), which will be approved by the Board.
- b. Prior to each event, the event co-ordinator shall prepare an estimated budget to be approved by the Board ("Event Budget"). Once the Event Budget has been approved, the event co-ordinator shall have the discretion to spend the budget as necessary, without further approvals from the Board.
- c. All proposed expenditures over \$100 and not included in the annual budget or an Event Budget must be approved, in advance, by the Board.

13. Invoices

- a. Vendor Invoices will be paid within 30 days of being received by the Treasurer.
- b. Payments will be processed using original invoices only.
- c. Invoices that are to be paid by cash, where prior approval for the expenditure has not already been obtained, shall be approved by at least 2 Board members.
- d. Invoices will be tracked in the accounting software as they are paid.
- e. Invoices will be stored in an orderly fashion and kept by the treasurer.

14. Petty Cash

- a. The Treasurer will keep and maintain 2 locked, metal, petty cash boxes.
- b. All petty cash receipts and payments will be tracked by the Treasurer and updated on at least a monthly basis.

15. Signing Authority

2 signing authorities will be required to sign all cheques.

16. Expense Report Processing

- a. All expense reports shall be submitted to the Treasurer in writing with original receipts.
- b. No Director is permitted to approve their own expense report.

17. Policy – Cash Receipts

- a. The Treasurer is responsible for the timely processing of cash and cheques received.
- b. All funds received by YPCR will be deposited regularly into bank accounts authorized by the board of directors.

18. Procedures – Cash Receipts

- a. Cash and cheques received must be properly secured at all times.
- b. Funds are to be deposited into authorized bank accounts in the name of YPCR on a regular basis.
- c. Accounting system will be maintained on a cash basis then transferred to an accrual basis for purposes of the yearend financial statements or audit in keeping with GAAP standards which require accrual for the audit.
- d. Cheques shall be copied and copies stapled to any correspondence received with the cheque. The correspondence shall be stamped with the receipt date.
- e. Deposit forms shall be prepared in duplicate as soon as possible after receipt of the mail and deposits taken to the bank before close of the business day and filed appropriately. If the deposit reflects a grant/contribution award, a copy of the deposit will be placed in the grant file as well as in the appropriate deposit file.

19. Deposit Posting

The Treasurer shall post receipts to the accounting software on a regular basis.

20. A/R Reports

Treasurer will run an accounts receivable report at the end of each month for Board review, if applicable.

21. Record Filing

The Treasurer will retain the deposit receipts with the supporting documentation attached. These copies will be filed by date.

22. Reconciliation

- a. It is the responsibility of Treasurer to reconcile the general ledger cash accounts at the end of each month.
- b. The Treasurer will reconcile the Bank Statements monthly.
- c. Bank fees and other items not posted elsewhere should be posted from the bank statement.
- d. Items outstanding for more than thirty days will be investigated.
- e. All breaks in cheque number sequence shall be researched and understood.
- f. A Director will review and approve the reconciliations.

23. Monthly Review

Treasurer will produce the following reports for the Board quarterly:

- i. General ledger;
- ii. Aging Receivables (if applicable);
- iii. Bank Reconciliation;
- iv. Balance Sheet; and
- v. Income Statement, YTD.

24. Capital Assets

- a. All asset purchases with a value of \$500 or more will be capitalized and classified as a Capital Asset. To determine whether an asset has a value of \$500, all expenses needed to put the asset in its normal usable state should be combined to determine the total asset value.
- b. Asset purchases of less than \$500 will be expensed to the appropriate account.
- c. Depreciation will be determined on an annual basis.

25. Meal and Travel Expenses

Travel or meal costs will not be paid by the YPCR unless approved in advance by the Board. All meal and travel expenses must comply with the following:

- i. No reimbursement will be provided alcohol, entertainment or telephone calls;
- ii. Original receipts must be provided;
- iii. Mileage shall be paid at the maximum amount allowed to be claimed under the ITA;
- iv. Airline reservations must be obtained at the best possible rate and for economy class or its equivalent;
- v. Fees incurred by schedule changes, delays in booking or for cancellations will not be paid by YPCR;
- vi. Meals will be reimbursed at the following rates:

Breakfast	\$10.00
Lunch	\$15.00
Dinner	\$20.00

26. Parliamentary Procedure

The latest available version of *Robert's Rules of Order*, shall be the Parliamentary authority for all matters of procedure not specifically covered by the Bylaws or the specific rules of procedure adopted by the group.

27. Amendments

These Policies may be amended by a 2/3 vote of the Board. Amendments shall be effective upon adjournment of the meeting at which they are adopted, unless otherwise specified in the proposed amendment.

28. Adoption of Policies

These policies are adopted by the YPCR Board of 2012/2013 in unanimous vote.

For the Board of 2013/2014 have signed on _____ at _____.

Chairman: _____
(name)

Secretary: _____
(name)