

Navy League of Canada-Kanata Branch



Policies and Procedures for the Navy League of Canada-Kanata Branch

As approved by the Navy League of Canada-Kanata Branch



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Introduction

The following Policies and Procedures booklet will lay out the terms of how the Kanata Branch will adhere to within collaboration with the By-Laws of the Navy League of Canada (NL(18)E_7 Feb 2012) found on the Navy League of Canada-Ontario Division website.

The Navy League of Canada-Kanata Branch is run independently from the Divisional Branch by volunteers acquired by parents or the community. The League is a Non-For-Profit organization founded in 1895 and incorporated in 1918. The Kanata Branch supports the RCSCC Centurion.

These Policies and Procedures will be reviewed a maximum of 5 years or at an earlier time if required.



Definitions

In these By-Laws, unless the context otherwise requires:

- “League”- a collection of people, countries, or groups that combine for a particular purpose, typically mutual protection or cooperation. This is the Navy League of Canada-Kanata Branch
- “Corps” a main subdivision of an armed force in the field, consisting of two or more divisions. This represents the Royal Canadian Sea Cadets Corps Centurion
- “Individual” pertaining to a Member of the League, Officer of the Corps or parent
- “Branch” the Members in a territorial sub-division of a Division operating within that Division, and duly authorized by Ontario Division and National Board of Directors;
- “General Meeting” an open meeting of the members of The League, a Division, a Branch, or parent as the context requires;
- “Annual General Meeting” also known as AGM means a yearly scheduled meeting of the members of the League, a Division, or a Branch as the context requires, required to be held by any law, these By-Laws, or those of National or a Branch;
- “Committee” a person or group of persons elected or appointed to perform some service or function, as to investigate, report on, or act upon a particular matter.
- “Chair” the person occupying a seat of office, especially the chairperson of a meeting
- “Executive Member” a person or group having administrative authority in an organization.



Chapter 1:

Meetings:

The League holds a General Meetings once a month during the Corps regular training times of 1830-1930 (6:30PM-9:30PM). If the Corps regular training is book for an offsite (Community Service, etc) the location of the meeting will be selected from the previous meeting.

Each meeting will have an agenda that is to be followed to allow all individuals a chance to provide their input.

The President will chair each meeting. If the President is unavailable the Vice-President will stand in, unless the President has selected another Member to stand in.

The agenda will contain the following for each meeting unless there is a request for a specific allotted time by an individual:

- Acceptance of the Minutes from the previous meeting
- Presidents report
- Commanding Officers report
- Treasure report
- Fundraiser report
- Canteen Report
- Round table

The Chair will then call the meeting adjourned after all discussion have come to an end.

The quorum for the transaction of business at a meeting shall be thirty four percent (34%) of the persons entitled to vote at annual and regular meetings and fifty percent plus one (50%+1) of the persons entitled to vote at a Special meeting. Or as specified in approved Branch Policies and Procedures in accordance with Article 15.3 of the Navy League of Ontario By-Laws.

The Annual General Meeting will be held at the end of the training year of the Corps. It is to run in the same order as a General Meeting. Here members of a nominated position will give a summary of the year. This is the time when individuals will be nominated for positions for the following training year.



Chapter 2:

Financial Approval:

The League manages the finances for the Corps. Through monthly meetings they put into consideration the requests from the Corps for the release of funding for activities for the cadets. Consideration is also for other spending that will assist with the growth of the Corps. The individual must be able to submit to the League the following for the release of funding:

- Reason to which the funding will be required for
- Proof of funding required: if proof is not available an estimated price of funding is required to be submitted
- Advantage the spending would be for the Corps

The League at which time will present the request to the table of both executives and members of the League for a vote (as per Chapter 6).

If a request is made and a decision is required prior to the next meeting and electronic vote (as per Chapter 6) maybe done through the Leagues main email address.

When the decision has been made and an approval for the funding is found the Treasurer will have the funding available. The recipient may accept the advancement or they shall pay for the required items and submit their receipts and Advancement/Reimbursement Form.. See Annex A.

When an individual has been approved of spending the Treasurer or Communication Coordinator will provide that individual with an **Advance/Reimbursement Form**.

Advance/Reimbursement Form:

This form is to be used by an individual that is either requesting for an advancement of funds or a reimbursement of funds spent towards the Corps. This form is to be completed in full and handed in to the Treasure with all receipts. If the form is short and does not balance the recipient will be liable for the difference.

A copy of the form has been attached to the booklet as Annex A.



Chapter 3:

Collection of Funds:

The League receives funds from various sources. Funds can be in the form of Cash, Cheque or Material. All funds are to be given to the Treasurer unless the material is of something to be used by the Corps directly.

When a donation is given whether it is Cash, Cheque or Monetary then the League is to follow the procedures set out by the Ontario Division set out in ANNEX C.

Any funds raised by cheque are to be given to the Treasurer for deposit.

Any monetary items raised (gift cards, etc) are to be given to the Treasurer. The Treasurer will then give the monetary items to an individual as a cash advance and will follow the procedures as marked out for a Cash Advance.

When cash is involved when raised or donated 2-3 persons will be present for the counting of the cash. If 2 members are involved that are part of a familial affiliation or reside in the same household a 3rd party must be involved.

A **Submission of Funds Form** must be completed by the parties involved during the counting of the monies and kept with the cash in a sealed baggie till the time of deposit by the Treasurer.

A copy of the Submission of Funds Form has been added as ANNEX B



Chapter 4:

Signing Authority:

Signing authority is provided to an Executive Member of the board for the release of funds. A minimal of 4 executive members will be required as Signing Authority. The required 4 members for Signing Authority are as follows:

- President
- Vice-President
- Treasure
- Secretary

If required the other members available to be signing authority are:

- Fundraiser Coordinator
- Canteen Coordinator
- Awards Coordinator
- Media Coordinator

Members that hold signing authority that are in a familial affiliation or reside in the same household are NOT authorized to be signing authority of the same cheque.



Chapter 5:

Positions and Responsibilities:

The following list will establish the Positions and Responsibilities within the League:

President

- Chairs meetings;
- Sign off any and letters or forms required to be sent out to businesses, organizations or parents, etc.;
- To handle any concerns or complaints from parents, officers, the community or businesses and/or forward them on to the appropriate person;
- Responsible for assigning/accepting the nomination of a Member to chair the organization of special events (Welcome back BBQ, AGM, ACR, etc.);
- Attend and take part in the Annual Ceremonial Review;
- Approve any new volunteer applications;
- Directs all League activities;
- Communicates with outside organizations;

Past-President

- This position can only be held by the previous President of the League
- Shall act as an advisory to the current President and assist with any duties the President assigns.
- Assists with any event where required

Vice-President

- Assist the President when required;
- Passes on any communication from the Corps to the League through the Communications Coordinator when sent via email;
- Assists with any events where required;



Treasurer

- Responsible for financial records for the Branch
- Responsible for the collection and deposit of any monies related to the day to day operation of the Branch and for any fundraisers;
- Responsible for any related business pertaining to the bank;
- Be able to provide an accurate account of all monies to the Branch;
- Provide monthly and annual financial report to the Branch

Secretary

- Prepare the agenda for each meeting held by the Branch
- Take the minutes of each meeting
- Prepare the minutes for distribution through the Communication Coordinator for approval
- Safe keep all minutes and agenda during the training year

Volunteer Coordinator

- Help recruit volunteers to help with the Branch or fill positions;
- Provide new volunteers with the Police Record Check form, Application for Volunteer and the sign Branch letter for the Police Record Check;
- Make sure all applications are completed correctly and presented to the President to be sign off;
- Have all applications that have been approved by the President submitted to the Navy League of Canada-Ontario Division;
- Work with the Fundraiser or the Event Coordinator in getting volunteers with an approaching event
- Receive and submit any application for a CI (Civilian Instructor) for the Corps
- Keep a running record of all VSS cards for both the Navy League Members and CI's for the Corp
- Keep a running record of all Navy League Members and CI's for the Corps that hold their CPR training
- Assist with any events if available



Website Coordinator

- Update the website with photos of events, important notices and forms;
- Track the traffic of the website;
- Updates any Social Media ran by the League (Facebook, Instagram or Twitter);
- Provide any documents or photos to the Navy League of Canada-Provincial Division through the Communications Coordinator

Communications Coordinator

- Distribute emails for members, corps, Divisional or National to the appropriate parties;
- Distribute emails to parents for updates or information;
- Manage the email address for the league;

Canteen Coordinator

- Monitor the inventory of the Canteen for the Cadets
- Stock the canteen when required
- Provide the League with sales
- Work with the Cadet running the canteen for any suggested items

Members at Large

- Assist with any events if available



Chapter 6:

Communications:

Communication between the League, parents and the officers is an important item to the League as is the privacy of everyone personal information.

The Leagues communication will be handled by the Communication Coordinator. All communication to parents will be done through the League main email address, along with any official communications within and out of the League.

All emails distributed outside the League will be addressed to the League and all parties included in the email will be Blank Carbon Copied (BCC). This will prevent any personal information being distributed to other parties. The Communication Coordinator will work with the Administration Officer of the Corps keeping a list of contacts and keeping all personal information confidential.

A Communication Flow Chart has been added to the booklet marked Annex C



Chapter 7:

Voting:

An individual may bring forward a request for funding, fundraising, and advertising but not limited to. The individual will present their request to the board and request the chair to make a motion for the request. The Chair's request must have a first and second for approval. Final decision will be made when all is in favour. If there is a tie in the voting the President will be the deciding vote.

Electronic Voting:

When a request is made and a decision is required prior to the next monthly meeting, the individual making the request shall provide a full detail email to the Communications Coordinator asking for an Electronic Vote. The request will be sent to all members of the Board and the President will be Carbon Copied (CC'd) on the email. The Communications Coordinator will then ask that all votes be in by the designated date. A NO REPLY will count as a YES towards the request. The Communications Coordinator will keep record of the vote within the emails.



Chapter 8:

Dropbox:

The League is currently operating a Navy League Dropbox. This is used for Members to upload documents for the tasks.

The Documents folder is used by members only. Each position has been designated a folder to upload, save or download a particular document. Members are to keep in mind the data space they are using to ensure it does not take up all the space provided. When a member is no longer in their nominated position their access to the folder on drop box will be terminated and will be given to the member in so said position.

Members will not upload any personal documentation to their assigned folder. These folders are to be used for the designated tasks within the League

Members will have access to the Cadets Photos folder for upload use only. All photos in the Dropbox will be kept in the folder for 2 weeks. After the 2 weeks they will be deleted to save data space. All photos that have been uploaded will be posted on the website or the Google+ site.



Chapter 9:

Photos:

Photos will be posted on the Centurions' website, Facebook page, Twitter, Instagram and Google+ pages. The Website Coordinator will manage the posting of the photos on the website (10 photos per event). All other photos will be posted on the Google+ page for parents, members or officer to view or download. Anyone wanting to share a photo with the League and Corps will have their photos sent to the Navy League email address for the Website Coordinator to have posted on either of the sites list above.

The Google+ site will host the photos for the current training year. At the end of the training year/camp all photos will be removed from the Google+ site and archived onto a disc.

No inappropriate photos will be posted on any of the sites.



ANNEX A

| | | | | | | |
|---|----------------|------|--|-------------------|--|--------|
| KANATA BRANCH | | | | | | |
| ADVANCE / REIMBURSEMENT FORM | | | | | | |
| To be used for an advancement of expenses and/or reimbursement of expenses. If the amount is less than the amount advanced the difference is the responsibility of the Recipient. If the amount is more than what was advanced the Recipient will be reimbursed the difference. | | | | | | |
| FUNCTION: | | | | | | |
| DATE OF FUNCTION: | | | | | | |
| CHEQUE ISSUED TO: | | | | | | |
| CHEQUE NO: | | DATE | | AMOUNT | | \$0.00 |
| RECEIPTS LIST | | | | | | |
| Store Name | Item Purchased | | | Purchased For | | AMOUNT |
| | | | | TOTAL OF RECEIPTS | | \$0.00 |
| Date | | | | BALANCE | | \$0.00 |
| _____ Signature of Treasurer | | | | | | |
| _____ Signature of Recipient | | | | | | |



ANNEX B

Cash Submission Form

This form confirms the submission of cash to the Treasury for deposit.

The parties below confirm an accurate count of the total.

| Monies | Quantity | Amount |
|----------|----------|--------|
| .05¢ | | |
| .10¢ | | |
| .25¢ | | |
| \$1.00 | | |
| \$2.00 | | |
| \$5.00 | | |
| \$10.00 | | |
| \$20.00 | | |
| \$50.00 | | |
| \$100.00 | | |
| Total | | |

Counters

| Name | Signature | Date |
|------|-----------|------|
| | | |
| Name | Signature | Date |
| | | |



ANNEX C

