

# **Bawlf Educational Support Team Foundation (BEST Foundation)**

**Corporate Access Number (CAN)  
505121202**

## **Policies and Procedures Manual**

**Revised 2016**

|  |              |
|--|--------------|
| <b>Bawlf Educational Support Team<br/>Foundation (BEST Foundation)</b> |              |
| Date Approved:   | Approved by: |
| Revision Date: May 2016  |              |
| Section:   |              |

## Table of Contents

|   |                |
|---|----------------|
| <b>FOUNDATION NAME, MISSION AND PURPOSE .....</b>                           | <b>PAGE 3</b>  |
| <b>POLICY ONE – POLICY AND PROCEDURE DEVELOPMENT .....</b>                  | <b>PAGE 4</b>  |
| <b>POLICY TWO – CODE OF CONDUCT .....</b>                                   | <b>PAGE 5</b>  |
| <b>POLICY THREE – MEMBERSHIP .....</b>                                      | <b>PAGE 7</b>  |
| <b>POLICY FOUR – TRANSITION OF EXECUTIVE .....</b>                          | <b>PAGE 8</b>  |
| <b>POLICY FIVE – EXECUTIVE DUTIES .....</b>                                 | <b>PAGE 9</b>  |
| President .....   | page 9         |
| Vice President.....   | page 10        |
| Past President .....  | page 11        |
| Treasurer .....   | page 11        |
| Secretary .....   | page 13        |
| Directors at Large .....  | page 13        |
| Critical Deadlines.....   | page 15        |
| <b>POLICY SIX – VOLUNTEERS .....</b>  | <b>PAGE 16</b> |
| <b>POLICY SEVEN – MEETINGS .....</b>  | <b>PAGE 17</b> |
| <b>POLICY EIGHT – COMMITTEES .....</b>                                      | <b>PAGE 19</b> |
| <b>POLICY NINE – COMMUNICATION, ADDRESS and STORAGE of RECORDS .....</b>    | <b>PAGE 21</b> |
| <b>POLICY TEN – CONFIDENTIALITY, PRIVACEY AND SECURITY .....</b>            | <b>PAGE 22</b> |
| <b>POLICY ELEVEN – ASSOCIATION ACCOUNT INFORMATION.....</b>                 | <b>PAGE 23</b> |
| <b>POLICY TWELVE – DOCUMENTATION AND ELECTRONIC FILES .....</b>             | <b>PAGE 24</b> |
| <b>POLICY THIRTEEN – INVENTORY .....</b>                                    | <b>PAGE 26</b> |
| <b>POLICY FOURTEEN – FUNDRAISING .....</b>                                  | <b>PAGE 27</b> |
| <b>POLICY FIFTEEN – FINANCIAL .....</b>                                     | <b>PAGE 30</b> |
| <b>POLICY SIXTEEN – CONTINGENCY FUND.....</b>                               | <b>PAGE 31</b> |
| <b>POLICY SEVENTEEN – REVIEW AND AUDIT OF FINANCES AND FOUNDATION .....</b> | <b>PAGE 32</b> |
| <b>POLICY EIGHTEEN – INSURANCE .....</b>                                    | <b>PAGE 33</b> |
| <b>POLICY NINETEEN – CONFLICT OF INTEREST .....</b>                         | <b>PAGE 34</b> |
| <b>POLICY TWENTY – INTERNAL DISPUTES .....</b>                              | <b>PAGE 35</b> |
| <b>POLICY TWENTY ONE – SOCIAL MEDIA.....</b>                                | <b>PAGE 36</b> |
| <b>AUTHORIZED SIGNATURES.....</b>   | <b>PAGE 38</b> |
| <b>APPENDIX.....</b>  | <b>PAGE 39</b> |

|  |              |
|--|--------------|
| <b>Bawlf Educational Support Team<br/>Foundation (BEST Foundation)</b> |              |
| Date Approved:   | Approved by: |
| Revision Date: May 2016  |              |
| Section:   |              |

## FOUNDATION NAME, MISSION AND PURPOSE

### NAME

- a) **Name** – Bawlf Educational Support Team Foundation. Hereinafter referred to as the BEST Foundation.
- b) Operating as an independent registered society. Corporate access number 505121202.

### MISSION STATEMENT

It is the mission of the BEST Foundation to provide additional financial and volunteer support to the Bawlf School allowing for educational enrichment opportunities for all students by working cooperatively with the staff, parents and the greater school community.

### Purpose

- a) To provide additional support, both financial and volunteer, to the Bawlf School.
- b) To work cooperatively with parents of the school and the greater school community to encourage volunteerism and participation in the Bawlf School.
- c) To work cooperatively with the Bawlf School Staff, Administration and Bawlf School Council to deliver the objectives of the BEST Foundation and support each of the above in their efforts to support students.
- d) To assist the school to provide an enriched program of all types of education and recreation experiences supported by the school staff and administration as appropriate and important for all students.
- e) To acquire the necessary funds, facilities and equipment to carry out the objectives of the BEST Foundation.
- f) To procure the delivery of various experiences to students on social, educational, political and economic or other subjects and arrange musical and dramatic entertainments and transportation to such enrichment programs for students.
- g) To sell, manage, lease, mortgage, dispose of or otherwise deal with property that becomes the responsibility of the BEST Foundation.

|  |              |
|--|--------------|
| <b>Bawlf Educational Support Team<br/>Foundation (BEST Foundation)</b> |              |
| Date Approved:   | Approved by: |
| Revision Date: May 2016  |              |
| Section:   |              |

## **POLICY ONE – POLICY AND PROCEDURE DEVELOPMENT**

### **1.1 Policy:**

- a) Policies and procedures are developed to facilitate the efficient and effective operation of the BEST Foundation with accountability and transparency.
- b) Policies shall be consistent with BEST Foundation Mission, Purpose, Bylaws, Societies Act, Alberta Gaming and Liquor Commission (AGLC) Regulations, and relevant legislation.
- c) The Policies and Procedures Manual shall be a resource for Members, volunteers, Officers, and Directors of the BEST Foundation.

### **1.2 Procedure:**

- a) Each policy shall have a general statement and specific procedures for implementing the policy.
- b) Forms developed for implementing a policy, if applicable, will be included as appendices.
- c) Development and/or amendment of policy and/or procedure may be initiated by the Members, Executive, committees, or by legislation.
- d) Development and/or amendment of policies and/or procedures are approved by the membership according to BEST Foundation bylaws. Approved policy shall specify the meeting in which the approval took place, and the approval/revision date as per footer at bottom of page.
- e) Approved policies and procedures form the Association's Policies and Procedures Manual.
- f) Policies and procedures shall be reviewed on an annual basis.

|  |              |
|--|--------------|
| <b>Bawlf Educational Support Team<br/>Foundation (BEST Foundation)</b> |              |
| Date Approved:   | Approved by: |
| Revision Date: May 2016  |              |
| Section:   |              |

## POLICY TWO – CODE OF CONDUCT

### 2.1 Policy:

- a) The Association is committed to creating and maintaining a positive and respectful environment.
- b) All individuals are expected to:
  - Be guided by the overall mission and purpose of the BEST Foundation
  - Conduct themselves in an ethical manner that reflects the policies and bylaws of the BEST Foundation.
  - Respect all Members of the BEST Foundation and School community
  - Communicate openly and respectfully
  - Encourage a positive atmosphere where individual contributions are encouraged and valued
  - Keep confidential any personal or confidential information
  - Declare any conflict of interest
  - Seek assistance in resolving disputes according to BEST Foundation policy
- c) In order to support a respectful environment the following will not be tolerated:
  - Abusive language towards any individual
  - Personal attacks, slander, bullying, or cyber-bullying of any individual
- d) Any Member who violates this Code of Conduct is subject to suspension from membership in the BEST Foundation.

### 2.2 Procedure:

- a) Suspension of membership:
  - i. Members who do not act within the Code of Conduct may have their membership suspended.
  - ii. The Executive must provide a written warning detailing the infraction to the Member.
  - iii. Should the breach of Code of Conduct continue, membership will be revoked for the remainder of the School year.
  - iv. The member may appeal the suspension by requesting in writing one (1) of the following options to address the matter:
    - A Special General Meeting of the Members of the BEST Foundation called for that purpose

|  |              |
|--|--------------|
| <b>Bawlf Educational Support Team<br/>Foundation (BEST Foundation)</b> |              |
| Date Approved:   | Approved by: |
| Revision Date: May 2016  |              |
| Section:   |              |



- A meeting of the Member with the Executive and an independent party

|  |              |
|--|--------------|
| <b>Bawlf Educational Support Team<br/>Foundation (BEST Foundation)</b> |              |
| Date Approved:   | Approved by: |
| Revision Date: May 2016  |              |
| Section:   |              |

## **POLICY THREE – MEMBERSHIP**

### **3.1 Policy:**

- a) Membership in the BEST Foundation is open to all parents and community members with a vested interest in the School.
- b) Membership on the BEST Foundation board and School Council both can be maintained by a single member as long as the membership on each is clearly stated.
- c) The BEST Foundation will maintain a current Register of Members as required by the Societies Act.

### **3.2 Procedure:**

- a) Anyone wishing to become a member must complete the Membership form (see appendix).
- b) Parents, once members, will have membership in the BEST Foundation until they no longer have children attending the School or until membership is withdrawn. Once parents no longer have children attending school they are eligible to become community members.
- c) Community members will have membership in the BEST Foundation for a period of three (3) years and at that time renewal will be requested.
- d) It is the Member's responsibility to update their contact information with the BEST Foundation.
- e) Members can update their information by completing another Membership form or by providing an update, in writing, to the BEST Foundation.
- f) New members will have the opportunity to have an orientation to the BEST Foundation, its mission and purpose, bylaws and policies by the Past President or other appointed member of the executive.

|  |              |
|--|--------------|
| <b>Bawlf Educational Support Team<br/>Foundation (BEST Foundation)</b> |              |
| Date Approved:   | Approved by: |
| Revision Date: May 2016  |              |
| Section:   |              |

## POLICY FOUR – TRANSITION OF EXECUTIVE

### 4.1 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.

### 4.2 Procedure:

#### a) Government Requirements

- i. Corporate Registries:
  - Update the Officers and Directors registered with Corporate Registries(Service Alberta) by letter, with new Executive information (name, address, and email and phone number).
  - Information must be updated within fifteen (15) days of the change (Societies Act).
- ii. Financial Institution:
  - Signing authorities determined according to Association Bylaws.
  - Update the signing authorities on the Association’s accounts, by taking the following to the financial institution:
    - Meeting minutes designating new signing authorities, photo ID, and Social Insurance Number
- iii. Alberta Gaming and Liquor Commission (AGLC)
  - Update Officers and Directors within fifteen (15) days of the change (name, address, phone number, email and birth date)
- iv. Financial Institution performs a Corporate Registries search to ensure all proposed signing authorities have been updated on the Notice of Directors.

#### 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 BEST Foundation property, documents, electronic files, and accounts are relinquished to the Foundation as per policy.
  - All electronic files relinquished will have the original file retained by the outgoing Officer or Director for a period of six (6) months to ensure the transfer was successful.

|  |              |
|--|--------------|
| <b>Bawlf Educational Support Team<br/>Foundation (BEST Foundation)</b> |              |
| Date Approved:   | Approved by: |
| Revision Date: May 2016  |              |
| Section:   |              |



## POLICY FIVE – EXECUTIVE DUTIES

### 5.1 Policy:

- a) The Executive acts in the best interest of the BEST Foundation and provides leadership and oversight of the activities of the BEST Foundation.

### 5.2 Procedure:

#### a) Executive Members

- Perform their duties in such a manner that promotes confidence and trust in the integrity, objectivity and impartiality of the Executive of the BEST Foundation
- Keep Member and BEST Foundation interests in mind when expressing a view point
- Respect and support BEST Foundation objectives, bylaws, policies and procedures and decisions of the membership
- Have general knowledge of BEST Foundation objectives, bylaws, and policies and procedures
- May resign, if for any reason are unable to fulfill their duties, by providing notice according to BEST Foundation bylaws
- Who fail to perform their duties may be requested by the Executive to submit their resignation or removed from office by the membership

#### b) President

- Elected for a term of two years and no more than two terms in the office of President
- Takes the lead in running the BEST Foundation
- Expected to attend all meetings of the BEST Foundation
- Chairs meetings of the BEST Foundation
- Consults with other Officers/Directors, as necessary, to prepare the agenda for meetings
- Ensures that notice of the meetings have been sent according to BEST Foundation bylaws
- Prepares a report for all meetings of the BEST Foundation
- Prepares an annual summary report for the Annual General Meeting
- Starts meetings on time and proceeds in a business-like manner
- Conducts meetings with tact, firmness and fairness
- Chairs the Executive Committee

|  |              |
|--|--------------|
| <b>Bawlf Educational Support Team<br/>Foundation (BEST Foundation)</b> |              |
| Date Approved:   | Approved by: |
| Revision Date: May 2016  |              |
| Section:   |              |

- Provides the Policies and Procedures Manual and Bylaws to all Officers and Directors
- Provides the direct communication link between the BEST Foundation, School Council, School Administration and Staff and the Community at large
- Has general knowledge of all activities of the BEST Foundation
- Is responsible for the receivables, payables and correspondence filed from the incoming mail by the bookkeeper and ensures the treasurer addresses financial obligations in a timely manner as outlined
- Ensures all bank accounts maintain dual signatures for cheques and appropriate signing authority changes are made following executive changes
- Acquires and maintains the login and password for access to 'Read-only' statements at the financial institution used by the BEST Foundation, AGLC online account and BEST Foundation email account
- Typically is a signing authority for the BEST Foundation on General and Casino accounts along with the Treasurer and Vice President (two of three to sign all cheques)
- Is one the two signing authorities on the New School Account along with the Book keeper and reporting to the Bawlf School (dual signatures required on all cheques and expenditures approved by the Bawlf School Administration)
- Ensures Annual Society Return is prepared and submitted to Service Alberta in January of each year along with the Treasurer
- Ensures accompanying financial reports are submitted to Service Alberta by April of each year along with the Treasurer
- Ensures the annual Casino Report and all AGLC documentation is completed as it arrives each year along with the Treasurer
- Ensures all filing and documentation is maintained in good order at the registered address of the BEST Foundation
- Reallocates duties if a position is vacant, until the position is filled

c) **Vice-President**

- Elected for a term of two years and no more than two terms in the office of Vice President
- Expected to attend all meetings of the BEST Foundation
- acts as chairperson at meetings when the President is absent
- Assists the President whenever possible in all duties
- Assumes duties as assigned by the BEST Foundation, such as chairing a committee or preparing meeting agendas
- Assumes the role of Casino Chair unless a Casino Chair is otherwise appointed by the BEST Foundation

|  |              |
|--|--------------|
| <b>Bawlf Educational Support Team<br/>Foundation (BEST Foundation)</b> |              |
| Date Approved:   | Approved by: |
| Revision Date: May 2016  |              |
| Section:   |              |

- Fills in for the President at events as required
- Learns the duties of the President
- Assumes the role of President when the previous President is at the end of term, steps down, is no longer able or willing to fulfill the role or is not re-elected

**d) Past President**

- The outgoing President assumes the office of Past President upon election of the new Board
- Expected to attend all meetings of the BEST Foundation
- Serves in an advisory capacity to the BEST Foundation Board and President
- Acts as President in the absence of both the President and Vice-President
- Provides ongoing mentorship to the incoming President
- Oversees the transition between old and new Board members and ensures the roles and responsibilities of each are clearly outlined and understood.
- Reviews the Bylaws, Policies and Procedures and purpose of the BEST Foundation at the first meeting in September of each year
- Reviews and Maintains up to date Policies and Procedures and Bylaws for the BEST Foundation
- Remains in the office of Past President until another board transition provides a new Past President to assume the office.
- Acts as an advisor to all members of the BEST Foundation

**e) Treasurer**

- Elected for a two year term and no more than two terms of the office of treasurer
- Expected to attend all meetings of the BEST Foundation
- Ensures the financial integrity of the BEST Foundation along with the President
- Keeps the Association's funds in a financial institution chosen by the BEST Foundation
- Ensures cheques, prior to deposit, have correct dates, are signed, and are written out properly
- Is responsible for taking original invoices, cheques for deposit and statements to the book keeper within two working days of the 15<sup>th</sup> and 30<sup>th</sup> of each month or as needed for entry, cheque issue and depositing.
- Is responsible to pick up all original invoices, deposits and statement from the book keeper within two days of the 15<sup>th</sup> and 30<sup>th</sup> of each month.

|  |              |
|--|--------------|
| <b>Bawlf Educational Support Team<br/>Foundation (BEST Foundation)</b> |              |
| Date Approved:   | Approved by: |
| Revision Date: May 2016  |              |
| Section:   |              |

- Is responsible to acquire appropriate signature and mail out cheques, invoices and receipts within two working days of their return from the book keeper.
- Ensures all deposits are completed within 15 days of receipt of cheque or funds which may require an interim contact with the book keeper to complete
- Ensures all invoices are paid within 21 days of receipt by the BEST Foundation
- Acquires a login and password for access to 'Read-only' statements at the financial institution used by the BEST Foundation from the President and informs the book keeper for access
- Co-signs cheques with another signing authority on the Casino and General accounts of the BEST Foundation
- Ensures the BEST Foundation's financial books are up to date, by keeping accurate records of all receipts and expenditures
- Ensures the financial records are kept in an organized manner along with the President at the recorded address of the BEST Foundation
- Pays accounts approved by the BEST Foundation
- Submits financial reports at meetings of the BEST Foundation
- Ensures that all annual financial reports are prepared prior to due date including:
  - Annual Society Return and Financial Statements to Service Alberta
  - Annual Casino Return and all associated paperwork
  - Annual Financial Statements with accountant
  - Any Financial Returns associated with grants or sources of funding that require reports
- Ensure copies of all reports are submitted to the Administration of the Bawlf School
- Ensures that funding sources, members, governments, and agencies receive timely and accurate financial reports
- Presents the audited annual financial statement to the membership at a Special General Meeting (SGM)
- Monitors the budget and advises the BEST Foundation of problems and any other financial management issues along with the president

|  |              |
|--|--------------|
| <b>Bawlf Educational Support Team<br/>Foundation (BEST Foundation)</b> |              |
| Date Approved:   | Approved by: |
| Revision Date: May 2016  |              |
| Section:   |              |

f) **Secretary**

- Elected for a two year term with no more than two terms of office of secretary
- Expected to attend all meetings of the BEST Foundation
- Picks up the mail for the BEST Foundation and files it accordingly at the registered address of the Foundation
- Notifies the committee of invoices/deposits pending
- Records minutes of meetings of the BEST Foundation
- Maintains the Association’s meeting minute binder with approved original meeting minutes and includes any reports presented at that meeting
- Maintains a copy of all minutes and correspondence in the records of the BEST Foundation at the recorded address of the Foundation
- Ensures the Register of Members is up to date and filed appropriately
- Submits the change of Notice of Directors to Corporate Registries within 15 days of the change of directors and files a copy with BEST Foundation records
- Submits the change of Notice of Directors to AGLC within 15 days of the change of directors and files a copy with BEST Foundation records
- Submits changes and updates to the BEST Foundation bylaws to Service Alberta Registries and AGLC as updates/revisions occur
- Revisions shall be updated with AGLC first and then Service Alberta
- Maintains a current copy of the Bylaws and Policies and Procedures for the BEST Foundation in member binders and files a copy with the permanent records of the BEST Foundation at the recorded address of the Foundation as well as with the Bawlf School Administration
- Sends communication as directed
- Maintains the BEST Foundation’s website/webpage on the school website and the BEST Foundation email account
- Monitors inventory control and sign out sheets for all records and items
- Maintains all forms required for the BEST Foundation operation (funding request forms, membership forms, attendance forms, calendar of deadlines)

g) **Directors-at-large**

- Positions are determined on an annual basis as needed and have a yearly commitment. For example: Volunteer Coordinator or Grant Coordinator.
- No more than two consecutive terms as a single director at large
- Are expected to attend all BEST Foundation meetings
- Are responsible for any items assigned to them by the executive or

|  |              |
|--|--------------|
| <b>Bawlf Educational Support Team<br/>Foundation (BEST Foundation)</b> |              |
| Date Approved:   | Approved by: |
| Revision Date: May 2016  |              |
| Section:   |              |

for which they volunteer

- Are expected to conduct themselves according the Bylaws and Policies and Procedures of the BEST Foundation

|  |              |
|--|--------------|
| <b>Bawlf Educational Support Team<br/>Foundation (BEST Foundation)</b> |              |
| Date Approved:   | Approved by: |
| Revision Date: May 2016  |              |
| Section:   |              |

**h) Critical Deadlines**

| <b>September</b>   | <b>January</b>   | <b>February</b>  | <b>May</b>  | <b>June</b>   | <b>August</b>   |
|--|--|--|---|---|---|
| <ul style="list-style-type: none"> <li>- Call first BEST Foundation meeting prior to September 21</li> <li>-complete transition of any new executive and director positions</li> <li>-communicate with school council on meeting schedule and activities for the year</li> </ul> | <ul style="list-style-type: none"> <li>- Provide financials to accountant for review and audit</li> <li>- Complete fiscal year annual financial report</li> <li>- Complete Society Annual Return with Service Alberta</li> </ul> | <ul style="list-style-type: none"> <li>- Present Audited Annual Financials at Special General Meeting (SGM) no later than February 28th (meeting notice requirements per Foundation bylaws)</li> <li>-Audited Annual Return must be filed by March 28<sup>th</sup> to Service Alberta</li> </ul> | <ul style="list-style-type: none"> <li>- complete Annual Casino Returns with accountant (this deadline may change with Casino date)</li> <li>-file plan with AGLC for any funds remaining in casino account past 24 months of receipt of last casino</li> </ul> | <ul style="list-style-type: none"> <li>- Annual General Meeting (AGM) must be held before June 30th (meeting notice requirements per Foundation bylaws)</li> <li>- Update signing authorities on Association bank accounts</li> <li>- Update Service Alberta and AGLC of all executive and director changes</li> <li>-Check for insurance requirements</li> <li>-Fundraising meeting for next year with School Admin</li> </ul> | <ul style="list-style-type: none"> <li>- Ensure Update Officers and Directors for the Foundation with Corporate Registries</li> </ul> |

|  |              |
|--|--------------|
| <b>Bawlf Educational Support Team<br/>Foundation (BEST Foundation)</b> |              |
| Date Approved:   | Approved by: |
| Revision Date: May 2016  |              |
| Section:   |              |

## POLICY SIX – VOLUNTEERS

### 6.1 Policy:

- a) The BEST Foundation will provide information to volunteers to effectively and efficiently perform their duties for the Foundation.
- b) Volunteers are expected to adhere to the bylaws, policies and procedures of the BEST Foundation.
- c) Volunteers will be oriented to the pertinent information on the above and their specific role to be filled in the BEST Foundation including duration by a member of the BEST Foundation Executive.
- d) Volunteers shall complete the volunteer checklist contained in the Appendix.

|  |              |
|--|--------------|
| <b>Bawlf Educational Support Team<br/>Foundation (BEST Foundation)</b> |              |
| Date Approved:   | Approved by: |
| Revision Date: May 2016  |              |
| Section:   |              |



## POLICY SEVEN – MEETINGS

### 7.1 Policy:

- a) Meetings of the BEST Foundation will be conducted in a constructive, productive, and supportive environment.
- b) Meetings of the BEST Foundation should be held at the School
- c) All meetings of the BEST Foundation are open to all members in good standing.

### 7.2 Procedure:

#### a) Regular Meetings

- i) Operates according to BEST Foundation Bylaws.
- ii) Agenda may include the following:
  - Approval of agenda
  - Approval of minutes from previous meeting
  - Reports from President, Treasurer, Committees and School Council
  - Old Business (outstanding business from previous meeting(s))
  - New Business (detailed)
- iii) Motions are used to record decisions.

#### b) General Meetings (AGM/SGM)

- i) Operates according to BEST Foundation Bylaws.
- ii) Agenda may include the following:
  - Approval of agenda
  - Approval of minutes from previous General Meeting (AGM/SGM)
  - Election of Officers and Directors
  - Presentation of Audited Annual Financials
  - Appointing the Auditor(s) for the following year
  - Appointing of the signing authorities for the following year
  - Special Resolutions (include documentation)
  - Any other matter specified (items cannot be added to the agenda at meeting)
- iii) Motions are used to record decisions.

|  |              |
|--|--------------|
| <b>Bawlf Educational Support Team<br/>Foundation (BEST Foundation)</b> |              |
| Date Approved:   | Approved by: |
| Revision Date: May 2016  |              |
| Section:   |              |

- c) **Ballot Voting Procedure – when requested**
- i) Paper ballots are distributed to all members who are eligible to vote.
  - ii) An associate member, if present, shall count the ballots.
  - iii) In the absence of an associate member, two (2) members shall count the ballots.

|  |              |
|--|--------------|
| <b>Bawlf Educational Support Team<br/>Foundation (BEST Foundation)</b> |              |
| Date Approved:   | Approved by: |
| Revision Date: May 2016  |              |
| Section:   |              |

## POLICY EIGHT – COMMITTEES

### 8.1 Policy:

- a) The BEST Foundation may determine the need for Standing and Ad Hoc committees in order to facilitate effective, efficient work and meaningful engagement. The BEST Foundation may appoint committees that consist of Foundation members and/or community members. Committees will meet outside of Foundation meetings to complete their assigned tasks and report on their activities at BEST Foundation meetings.

### 8.2 Procedure:

#### a) Standing Committee

- i) Formation
- The Executive Committee is formed of the Officers and Directors
  - The President serves as Chair of the Executive Committee
  - Other standing committees may be formed at any meeting of the BEST Foundation
  - Any member in good standing may serve on any standing committee, except the Executive Committee
  - The Chair will be appointed by the members at the creation of the committee
- ii) Length
- Standing Committees operate for one (1) School year
- iii) Executive Committee duties:
- Set dates for meetings of the BEST Foundation
  - Plan agendas for meetings of the BEST Foundation
  - Carry out the day to day operations as per BEST Foundation Bylaws
  - Promote activities

#### b) Ad Hoc Committees

- i) Formation
- Ad Hoc Committees may be formed at any meeting of the BEST Foundation
  - Typical Ad Hoc Committees are the Fundraising Committees formed for each fundraiser
  - Any member in good standing may serve on any ad hoc committee

|  |              |
|--|--------------|
| <b>Bawlf Educational Support Team<br/>Foundation (BEST Foundation)</b> |              |
| Date Approved:   | Approved by: |
| Revision Date: May 2016  |              |
| Section:   |              |

- The Chair will be appointed by the Members at the creation of the committee
- ii) Length
  - Ad Hoc Committees operate for less than one (1) school year

**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) Submit regular update reports at meetings of the BEST Foundation
- v) Submit a summary report at conclusion of mandate which includes the accomplishments of the committee and any recommendations.
- vi) Ensure that property, documents, and electronic files are relinquished to the BEST Foundation at the completion of the committee mandate.

|  |              |
|--|--------------|
| <b>Bawlf Educational Support Team<br/>Foundation (BEST Foundation)</b> |              |
| Date Approved:   | Approved by: |
| Revision Date: May 2016  |              |
| Section:   |              |

## POLICY NINE – COMMUNICATION, ADDRESS AND STORAGE OF RECORDS

### 9.1 Policy:

- a) The BEST Foundation communicates effectively with members and the school community.

### 9.2 Procedure:

- a) The BEST Foundation shall be consistent with all relevant legislation (i.e. Anti-Spam legislation).
- b) The BEST Foundation shall communicate to the school community using methods determined in conjunction with school administration.
- c) The records of the BEST Foundation shall be maintained in secure storage at the Bawlf School, 202 King Street, Box 130 Bawlf, AB. T0B 0J0.
- d) The address of the BEST Foundation shall be maintained as the same as the site of records storage and is as follows:
  - **BEST Foundation**
  - **Box 130**
  - **Bawlf, AB T0B 0J0**

|  |              |
|--|--------------|
| <b>Bawlf Educational Support Team<br/>Foundation (BEST Foundation)</b> |              |
| Date Approved:   | Approved by: |
| Revision Date: May 2016  |              |
| Section:   |              |

## POLICY TEN – CONFIDENTIALITY, PRIVACY AND SECURITY

### 10.1 Policy

- a) Foundation Officers, Directors, volunteers, and committee members will:
  - Keep confidential all personal and confidential information encountered carrying out the duties of the BEST Foundation.
  - Use any information collected in accordance with the Personal Information Protection Act (PIPA).
  - Use mailing addresses and email addresses only for BEST Foundation business.

### 10.2 Procedure

- a) Each Officer, Director, volunteer, and committee member will ensure they sign the School’s Volunteer Registration and Confidentiality Undertaking if the school has such a requirement.
- b) Access to confidential information will be determined based on duties performed.
- c) The President and/or Officers must be immediately notified in the event information is lost or stolen.
- d) Ensure that the purpose for the collection of all information is clearly communicated / stated on all requests.
- e) Ensure that only one member of the BEST Foundation Executive, the Secretary, coordinates and stores the information collected.
- f) Ensure that storage of personal information will occur in the secure storage location at Bawlf School with the other secure records of the BEST Foundation.
- g) Ensure that any information distributed to BEST Foundation members, such as communication lists, or participant lists, will only be given to those individuals in need of the information.
- h) Ensure that individuals with access to the personal information understand and abide by, provincial privacy and security legislation, and BEST Foundation policies.
- i) Ensure that all electronic communications addressed to more than one individual will either use the “bcc” function, or will use an “email group” address where personal email addresses cannot be seen, reproduced, or saved.
- j) Ensure that all personal information collected will be permanently and securely destroyed no later than September 30 of the following year.

|  |              |
|--|--------------|
| <b>Bawlf Educational Support Team<br/>Foundation (BEST Foundation)</b> |              |
| Date Approved:   | Approved by: |
| Revision Date: May 2016  |              |
| Section:   |              |

**POLICY ELEVEN – BEST Foundation ACCOUNT INFORMATION**

**11.1 Policy:**

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

**11.2 Procedure:**

a) **Passwords**

- i) The BEST Foundation currently has the following accounts:
  - Alberta Gaming and Liquor Commission (AGLC) (i.e. online applications for Casino and Raffle licenses)
  - Fundraiser (i.e. Fund scrip)
  - Gmail account
- ii) Online banking access information, passwords, and all password changes will be recorded and kept in a secured location by the President and shared with the executive as policy dictates.

b) **Financial Account Information**

- i) The BEST Foundation currently has the following three (3) financial accounts:
  - General Account
    - Holds all non-casino funds, including raffle funds which will be held as a separate ledger line item
    - Signing authority requires two of three signatures from the President, Vice-President or Treasurer
  - Casino Account
    - Has specific spending guidelines and limitations, refer to the AGLC application made and/or website account for the BEST Foundation to find the guidelines and spending areas selected on the previous application
    - Signing authority requires two of three signatures from the President, Vice-President or Treasurer
  - New School Account
    - Holds funds and grants specifically allocated to capital projects for the school and under the guidance of the school
    - Signing authority requires two signatures from the President, and book keeper
    - Expenditures shall be made in consultation with the school and Legacy Committee which oversees the new school projects.

|  |              |
|--|--------------|
| <b>Bawlf Educational Support Team<br/>Foundation (BEST Foundation)</b> |              |
| Date Approved:   | Approved by: |
| Revision Date: May 2016  |              |
| Section:   |              |

**POLICY TWELVE – DOCUMENTATION AND ELECTRONIC FILES**

**12.1 Policy:**

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

**12.2 Procedure:**

a) **Document Storage**

- The BEST Foundation’s permanent file storage location(s) will be in the secure storage facility of Bawlf School and recorded on the Inventory Control sheets.
- Files may be signed out by the Executive using an Inventory Sign Out sheet.
- Files must be returned to the permanent storage location in a timely manner under the guidance of the executive
- Under exceptional circumstances, an Officer may sign out files for the summer to facilitate BEST Foundation business.
- Any member of the BEST Foundation can examine the records of the Foundation in the presence of or with written permission from an executive member. The examination must take place at the secure records location and records cannot be removed from the location by members.

b) **Electronic File Storage**

- Copies of all electronic files created each fiscal year will be stored permanently using document storage technology (DVDs, CDs, USBs, etc.).
- These permanent files are considered inventory.

c) **Books and Records Retention**

- All documents governing the BEST Foundation are retained indefinitely, including an archive of all versions of the governing documents. This includes, but is not limited to, the BEST Foundation’s objectives, bylaws, policies and procedures, and minutes.
- Financial records (statements, ledgers, cheques, invoices, receipts, etc.) must be kept for a minimum of seven (7) years. This applies also to electronic

|  |              |
|--|--------------|
| <b>Bawlf Educational Support Team<br/>Foundation (BEST Foundation)</b> |              |
| Date Approved:   | Approved by: |
| Revision Date: May 2016  |              |
| Section:   |              |





records used by the Treasurer and book keeper to manage the finances of the BEST Foundation.

- Records will be destroyed at then of 7 (seven) years by shredding at the secure records location and two members of the executive must be in attendance.
- Each record will be examined prior to destruction to determine it is no longer necessary.

|  |              |
|--|--------------|
| <b>Bawlf Educational Support Team<br/>Foundation (BEST Foundation)</b> |              |
| Date Approved:   | Approved by: |
| Revision Date: May 2016  |              |
| Section:   |              |

## POLICY THIRTEEN – INVENTORY

### 13.1 Policy:

- a) All BEST Foundation property must be inventoried and accounted for.

### 13.2 Procedure:

#### a) **Capital Inventory**

- i. Inventory Control and Sign Out sheets, will be used to manage all physical property of the BEST Foundation (see appendix).
- ii. All inventory will be accounted for at the end of each school year.
- iii. All property of the BEST Foundation will be returned to its permanent storage location by the end of the school year with the exception outlined in policy 12.2 a)

|  |              |
|--|--------------|
| <b>Bawlf Educational Support Team<br/>Foundation (BEST Foundation)</b> |              |
| Date Approved:   | Approved by: |
| Revision Date: May 2016  |              |
| Section:   |              |

## POLICY FOURTEEN – FUNDRAISING

### 14.1 Policy:

- a) The BEST Foundation will raise funds, as needed, to support the school and provide such funding to the school based on request and need.
- b) A request for Casino or General funds must be made in writing with the Funding request Form provided by the BEST Foundation and approved by the School Administration prior to consideration.(See appendix)
- c) Expenditures from the New School Fund will go towards capital improvement projects for the school and will be under the guidance and approval of the School Administration.
- d) Expenditures from the Casino account will go towards the Bawlf School Wish list. This is a list created by the school staff and administration to enhance the educational and recreational opportunities for our students. This list will be approximately 1/3 (one third) of the previous casino proceeds per year and must have balanced expenses for each of the four age divisions in the school.
  - i) The list shall be received by the BEST Foundation no later than October 31 of the current school year
  - ii) Expenditures must enhance student education or recreation opportunities that are not currently funded or where lack of funding limits student participation
  - iii) The Principal will present the wish list to the BEST Foundation at a regular executive meeting by October 31 of the current school year.
  - iv) Final decisions on expenditures will be made by the BEST Foundation and under the advisory role of the School Administration.
  - v) All expenditures for the current school year wish list must occur prior to the end of the school year
  - vi) Original vendors must be paid for all expenses and original receipts submitted to the BEST Foundation
  - vii) Only expenditures meeting the guidelines outlined by the AGLC application will be considered.
- e) All fundraising activities run within the School, shall be reviewed by

|  |              |
|--|--------------|
| <b>Bawlf Educational Support Team<br/>Foundation (BEST Foundation)</b> |              |
| Date Approved:   | Approved by: |
| Revision Date: May 2016  |              |
| Section:   |              |

the School Administration and the purpose communicated to the School community.

- f) Fundraisers proposed by individuals directly associated with a company will not be considered as it could be viewed as a conflict of interest.

**14.2 Procedure:**

a) **Guidelines**

- i) All monies must be counted and signed by at least two (2) Members, by completing the BEST Foundation Cash and Cheque Summary form (see appendix).
- ii) The Treasurer shall not be involved in the initial collecting and counting of the funds, if at all possible.
- iii) Fundraisers with student incentives offered will follow a standardized prize structure of:
  - Top Family
  - Top Ten (10) Sellers
  - Draw Prize:
    - minimum of one (1)
    - one (1) entry per item sold
- iv) Each fundraiser will have a prize budget of ten (10) percent of the previous year's profits up to a maximum of five hundred (500) dollars, unless determined otherwise by the membership.
- v) New fundraisers need to request a budget at a meeting, which will be determined on a case by case basis.
- vi) A donation letter will be created by the Executive for use by the Fundraising Committees to solicit donations.
- vii) The Foundation accepts all types of donations (cash, prizes, items, services etc.), however is not a registered charitable organization and is unable to issue tax receipts.
- viii) General fundraising information for Fundraising Chairs will be provided by the Executive.
- ix) The Fundraiser Chair is responsible to complete and/or update a Fundraiser Summary (see appendix).
- x) The Fundraiser Chair shall relinquish all property, documents, and

|  |              |
|--|--------------|
| <b>Bawlf Educational Support Team<br/>Foundation (BEST Foundation)</b> |              |
| Date Approved:   | Approved by: |
| Revision Date: May 2016  |              |
| Section:   |              |

electronic files to the BEST Foundation at the completion of the fundraiser.

b) **Bonuses**

- i) Any bonuses earned from the fundraiser will be noted in meeting minutes and any bonuses not used in the campaign will be recorded as inventory.
- ii) Bonuses accumulated from the fundraiser will be allocated for use by that particular fundraiser in a future year.
- iii) Allocated bonuses may be used for other fundraisers if so decided by Motion at a meeting.
- iv) In the event that the fundraiser will no longer be run, the allocated bonuses will be re-allocated by Motion at a meeting.

|  |              |
|--|--------------|
| <b>Bawlf Educational Support Team<br/>Foundation (BEST Foundation)</b> |              |
| Date Approved:   | Approved by: |
| Revision Date: May 2016  |              |
| Section:   |              |

## POLICY FIFTEEN – FINANCIAL

### 15.1 Policy:

- a) Financial management of the BEST Foundation's funds will be fully accountable and transparent.

### 15.2 Procedure:

#### a) **Signing Authority**

- 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) before signing.
- Dual signatories are required for all cheques.
- Signing authorities may not sign for cheques payable to themselves.

#### b) **Regular Reporting**

- Financial reports must include the current cash position of the BEST Foundation, income and disbursements for the reporting period and any outstanding expenses.

#### c) **Annual Budget and Spending Budgets**

- The Executive determines an annual budget for standard operating expenses such as accounting services office supplies, insurance, etc.
- The proposed annual budget is presented to the membership for approval, at the beginning of the school year.
- Additional proposed expenditures brought forth during the year will be presented to the membership at a meeting for approval as per BEST Foundation bylaws.
- Expenditures within the approved budgeted amounts will be reimbursed by submitting a completed BEST Foundation Expense Reimbursement form to the Treasurer with all original receipts or copies thereof attached (see appendix).

|  |              |
|--|--------------|
| <b>Bawlf Educational Support Team<br/>Foundation (BEST Foundation)</b> |              |
| Date Approved:   | Approved by: |
| Revision Date: May 2016  |              |
| Section:   |              |

## **POLICY SIXTEEN – CONTINGENCY FUND**

### **16.1 Policy:**

- a) A minimum balance on the general maintained to ensure that the BEST Foundation can start business and support the school before fundraising activities have started for the school year. This will act as the BEST Foundation contingency fund.
- b) The contingency fund may also be used for the BEST Foundation to function under extra- ordinary circumstances (i.e. insufficient funds raised).
- c) A contingency fund must be maintained each year with the amount determined by the membership. Generally, the contingency fund will be equivalent to one (1) years fundraising.
- d) For the BEST Foundation it is preferable to have \$10 000 in the General account at the start of each school year with a minimum account balance in the General Account of \$5000 to start the next School Year. This will act as the contingency fund unless or until a separate fund is created.

### **16.2 Procedure:**

- a) The Treasurer will include the contingency fund in the financial reports.

|  |              |
|--|--------------|
| <b>Bawlf Educational Support Team<br/>Foundation (BEST Foundation)</b> |              |
| Date Approved:   | Approved by: |
| Revision Date: May 2016  |              |
| Section:   |              |

## POLICY SEVENTEEN – REVIEW AND AUDIT

### 17.1 Policy:

- a) An annual review or audit of the BEST Foundation’s finances must be completed and presented to the membership by the end of February to comply with the annual filing requirements of the Societies Act.

### 17.2 Procedure:

- a) Auditor(s) will be determined according to BEST Foundation bylaws.
- b) The Treasurer provides the following to the auditor(s):
  - Deposit book
  - Bank Statements
  - General Ledger
  - Receipts and Invoices
  - Summary of each Fundraiser Initiative
  - Summary of other Approved Expenses
  - Previous year’s Annual Financial Statement
- c) If the audit is conducted by Members, a financial review is performed
- d) The Treasurer provides a copy of the Audited Annual Financial Statement, to be filed with Service Alberta, with the notice of General Meeting for presentation to the membership.
- e) Review of the BEST Foundation by its executive and interested members shall take place annually at the end of May prior to the AGM.
- f) This review shall include suggestions on policy, procedure and management to improve the operation of the BEST Foundation for the following year.
- g) Review document in the appendix.

|  |              |
|--|--------------|
| <b>Bawlf Educational Support Team<br/>Foundation (BEST Foundation)</b> |              |
| Date Approved:   | Approved by: |
| Revision Date: May 2016  |              |
| Section:   |              |



## POLICY EIGHTEEN – INSURANCE

### 18.1 Policy:

- a) The BEST Foundation will maintain adequate insurance to operate with Bawlf School and to provide adequate coverage for events which require volunteers or are open to liability

### 18.2 Procedure:

- a) The policy for insurance will be reviewed with the Bawlf School Administration and Battle River School Division annually.
- b) Liability, Directors and Crime insurance coverage shall be maintained at the following rates with Lloydsadd until such time as it is deemed necessary to change:
  - \$5,000,000 liability limit
  - \$50,000 Bond, \$5,000 Crime
  - \$2,000,000 Directors & Officers Limit
- c) Changes in policy will be made accordingly after the annual review with Bawlf School Administration and the Battle River School Division.

|  |              |
|--|--------------|
| <b>Bawlf Educational Support Team<br/>Foundation (BEST Foundation)</b> |              |
| Date Approved:   | Approved by: |
| Revision Date: May 2016  |              |
| Section:   |              |

## **POLICY NINETEEN – CONFLICT OF INTEREST**

### **19.1 Policy**

- a) An individual shall disclose a conflict of interest, whether actual, potential or perceived.
- b) “Conflict of interest” is defined as whenever individuals, or members of their family, business partners or close personal associates, may personally benefit either directly or indirectly, financially, or otherwise from BEST Foundation decisions. (e.g. Contractors, companies)

### **19.2 Procedure**

- a) A vote must take place if there is any question about the existence of a real or perceived conflict.
- 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 for the discussion and vote.

|  |              |
|--|--------------|
| <b>Bawlf Educational Support Team<br/>Foundation (BEST Foundation)</b> |              |
| Date Approved:   | Approved by: |
| Revision Date: May 2016  |              |
| Section:   |              |

## POLICY TWENTY – INTERNAL DISPUTES

### 20.1 Policy:

- a) Conflict situations should be addressed at the earliest possible opportunity to maintain a positive and respectful environment.

### 20.2 Procedure:

- a) In the event of significant conflict between elected officials, volunteers or members, the following guidelines will apply:
  - • If the complaint or conflict cannot be resolved by those directly involved, the conflicting parties may request, in writing, the assistance of the President. If the conflict or complaint involves the Executive, outside or independent assistance may be used in resolving the conflict from the School or School division.
  - If the complaint involves the President, the written complaint can be given to the Vice President.
  - If the complaint involves both the President and Vice President, the written complaint can be given to the Past President or another member of the executive under the supervision of the Bawlf School administration as associate members.
  - Mediation should be offered to the parties.
  - If any member is deemed to be unfit or not upholding the duties assigned directly to them according to BEST Foundation bylaws and Policy and Procedure, removal from office or resignation of that member from the BEST Foundation can occur in the best interest of the Foundation business.
  - Removal from office will occur as per BEST Foundation Bylaws
  - If the entire BEST Foundation Executive is deemed to be in conflict by an external party or by school administration, Executive officers can be automatically removed to resolve the conflict or the Foundation will be dissolved according to Foundation bylaws.

|  |              |
|--|--------------|
| <b>Bawlf Educational Support Team<br/>Foundation (BEST Foundation)</b> |              |
| Date Approved:   | Approved by: |
| Revision Date: May 2016  |              |
| Section:   |              |

## POLICY TWENTY ONE – SOCIAL MEDIA

### 21.1 Policy

- a) The BEST Foundation believes that the responsible use of Social Media will assist in its efforts to establish multiple and varied methods of two-way communication with its members and the greater community.

### 21.2 Procedure:

These statements spell out the responsibilities of the BEST Foundation members when using social media for Foundation purposes (including participation in discussion groups such as blogs or forums) and when participating in social media for personal use. They are consistent with best practices used across the Internet. BEST Foundation members failing to abide by this policy may be prevented from further participation on social media sites related to the BEST Foundation

### Members of the BEST Foundation will:

- a) **Be responsible.** BEST Foundation members are personally responsible for the content they publish online through social media, and can be held liable for any commentary deemed to be defamatory, obscene, proprietary or libelous. BEST Foundation members are aware that the content they publish is visible to the entire world and will remain public for a very long time. BEST Foundation members will protect their privacy.
- b) **Follow the rules.** BEST Foundation members will be aware of, and respect, the rules of participation governing the discussion groups and social networks within which they chose to participate. BEST Foundation members understand that laws that apply in the “real” world also apply online.
- c) **Be transparent.** If BEST Foundation members post material or discuss topics related to their work or to the BEST Foundation, they will identify their relationship to the BEST Foundation. If taking part in an anonymous discussion or using a nickname, BEST Foundation members will disclose their connection to the topic at hand and will never pretend to be someone they are not.
- d) **Take ownership.** BEST Foundation members will clearly state that they are not speaking on behalf of the BEST Foundation, unless they are expressly authorized to do so. Best Foundation members are strongly encouraged to use a disclaimer such as: “This is my personal opinion, and does not necessarily represent the views of the BEST Foundation.” Although good practice, this does not exempt BEST Foundation members from being held accountable for what they write.
- e) **Respect your audience and colleagues.** BEST Foundation members will not engage in any conduct or use any language that would not be acceptable in the workplace or at the BEST Foundation table. BEST Foundation members will protect the privacy of others and respect their opinions.

|  |              |
|--|--------------|
| <b>Bawlf Educational Support Team<br/>Foundation (BEST Foundation)</b> |              |
| Date Approved:   | Approved by: |
| Revision Date: May 2016  |              |
| Section:   |              |

- f) **Add value.** When BEST Foundation members express themselves in social media on issues related to, or about the BEST Foundation, they will contribute to the public perception of the BEST Foundation. BEST Foundation members will only write about what they know, from their own perspective.
- g) **Protect the image.** If BEST Foundation members identify themselves as a member of the BEST Foundation in an online social network, they will ensure their profile and related content is consistent with how they wish to present themselves with other participants and community members.
- h) **Be accurate.** If BEST Foundation members publish information about the BEST Foundation, they will ensure the information is accurate and the source is clearly indicated. BEST Foundation members will be the first to correct their own mistakes, and will not alter previous posts without indicating that they have done so.
- i) **Not reveal secrets.** BEST Foundation members will not disclose confidential or proprietary information about other members, the school, BEST Foundation, staff, students, other participants or community members. BEST Foundation members will respect copyrights and ask permission before they cite BEST Foundation members, staff, students, other participants or community members. If BEST Foundation members are not sure whether some information is okay to publish, they will ask the BEST Foundation President and/or the school Principal.
- j) **Remember the purpose.** BEST Foundation members are encouraged to use social media. BEST Foundation members will ensure their online activities do not compromise their responsibilities to the school, BEST Foundation, staff, students, other participants or community members.

Approved by Special Resolution by not less than seventy-five percent (75%) of Association voting members present at a General Meeting held on \_\_\_\_\_, 20\_\_\_\_\_.

|  |              |
|--|--------------|
| <b>Bawlf Educational Support Team<br/>Foundation (BEST Foundation)</b> |              |
| Date Approved:   | Approved by: |
| Revision Date: May 2016  |              |
| Section:   |              |



|             |   |
|-------------|---|
| Signature:  | Address: <i>(including postal code)</i> |
| Print Name: |   |
| Signature:  | Address: <i>(including postal code)</i> |
| Print Name: |   |
| Signature:  | Address: <i>(including postal code)</i> |
| Print Name: |   |
| Signature:  | Address: <i>(including postal code)</i> |
| Print Name: |   |
| Signature:  | Address: <i>(including postal code)</i> |
| Print Name: |   |
| Signature:  | Address: <i>(including postal code)</i> |
| Print Name: |   |
| Principal   | Address: <i>(including postal code)</i> |
| Signature:  |   |

**NOTE:** *Bylaws submitted as part of an initial application to form a Society must have the same five signatures as those on the Corporate Registries application paperwork. Amendments made to the bylaws in the future will require only one or two authorized signatures.*

\_\_\_\_\_  
Signature of Secretary

\_\_\_\_\_  
Signature of President

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

|  |              |
|--|--------------|
| <b>Bawlf Educational Support Team<br/>Foundation (BEST Foundation)</b> |              |
| Date Approved:   | Approved by: |
| Revision Date: May 2016  |              |
| Section:   |              |

# Appendix Documents

|  |              |
|--|--------------|
| <b>Bawlf Educational Support Team<br/>Foundation (BEST Foundation)</b> |              |
| Date Approved:   | Approved by: |
| Revision Date: May 2016  |              |
| Section:   |              |