



# MOUNTAIN VIEW ARTS SOCIETY

## POLICIES & PROCEDURES

The Mountain View Arts Society (MVAS) is a society incorporated under the Societies Act (Corporate Access Number 5016523002). MVAS has a set of bylaws that are intended to govern and regulate the operation and activities of the Society (Appendix A).

This Policies & Procedures Manual describes how the Mountain View Arts Society is governed. It reflects the rules governing the implementation of Society processes. Used in conjunction with the Society Bylaws, this manual is designed to help volunteers and members run the organization. This Manual will be reviewed annually and updated as necessary.

This Policy Manual was last updated, and comes into effect, on October 25, 2017.

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### **MISSION**

The Mountain View Arts Society (MVAS) promotes and encourages a variety of artistic opportunities and events for the enrichment and enjoyment of the general public.

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## **A. COMMUNICATION**

In the Bylaws, where the phrase "shall be communicated in writing" is mentioned, this includes electronic mail, as well as printed letters posted through Canada Post. Communication may also include public message boards, phone, and fax.

### ***Procedures***

- *Notices of all meetings (Board or Membership) will be distributed by the Secretary along with Meeting Agendas as provided by the President.*
- *Signature lines should be added at the bottom of all e-mails originating from members of the Board*
- *E-Mail addresses will be set up for individual board members or committee chairs, upon request.*
- *Any Board member or volunteer can submit names and contact information to the Secretary. These names would be of individuals who have expressed interest in the Society and will be added to the database.*

## **B. CONFLICT OF INTEREST**

No member of MVAS or their immediate families shall benefit or profit financially from their volunteer commitment on the board.

Any member must abstain from voting on any motion where the member has a vested financial interest.

### ***Procedures***

- *Any member can express concern regarding a perceived conflict of interest to the Board of Directors for discussion and decision.*

## **C. FUNDRAISING & FINANCIAL**

MVAS will undertake a variety of fundraising efforts to support its programs and special events.

Event Insurance will be purchased for ALL Society events. If possible, more than one estimate must be provided for review by the Board and/or General Membership.

If possible, more than one estimate should be provided for all requested purchases over \$300.

### ***Procedures***

- *All fundraising activities will be approved by the Board of Directors.*
- *Committees wanting to fundraise must present a budget for the activity to the Board for approval.*
- *All fundraising done must clearly state it is for the Mountain View Arts Society.*
- *All money raised will be placed in the Mountain View Arts Society bank account. Cash deposits must always be counted, recorded and deposit information signed by at least two Board members.*

- *Board Member signing authority is granted to any two (2) of these four (4) Board Members:*
  - *President*
  - *Vice-President*
  - *Secretary*
  - *Treasurer*
- *The PayPal account will be managed by the Treasurer. Any funds sitting in the PayPal account will not be transferred to the Society bank account until such time as at least \$100.00 is waiting for transfer.*

#### **D. MEMBERSHIP**

The Membership Fee is \$20.00 per individual per year, or \$25.00 per Family/Business/Organization per year. A Family/Business/Organization Membership is entitled to one vote at membership meetings.

A member in good standing refers to a member who has:

- Paid annual dues
- Not withdrawn
- Not been suspended or expelled

Membership Benefits include:

- Membership meeting minutes
- Networking with artists and interested individuals
- Planning and participating in Mountain View Arts Society events
- Opportunity for professional development, whether learning a new skill, or sharing your skills and talents with others.

Membership meetings will be called as necessary throughout the fiscal year.

#### ***Procedures***

- *A Membership Form is available online for credit card payments.*
- *A Membership Form is available from any Board member.*
- *Membership Application forms & payments can be mailed to the address used for Society business.*
- *Membership Application forms & payments can be made through the Didsbury Municipal Library.*
- *Membership Application forms & payments can be made in person at any general membership meeting.*
- *Membership Application forms & payments can be made securely online through the Society website.*

Meeting minutes will be sent via electronic mail to paid members only. This delivery will include the minutes only. Treasurer's Report, committee reports, and similar will be delivered with the agenda and not resent with the minutes.

## **E. SOCIAL MEDIA**

Social media refers to any facility for online publication and commentary, including without limitation blogs and social networking sites such as Facebook, LinkedIn, Twitter, Flickr, and YouTube. MVAS expects its board members and volunteers to use common sense in all online postings.

### ***Procedures***

- *Protect your own privacy.*
- *Refrain from posting confidential information. Releasing news of event details, financial information, or contractors prematurely is inappropriate.*
- *Be honest. Do not blog anonymously.*
- *Respect copyright laws.*
- *If you see misrepresentations, bring it to the attention of the Board of Directors.*

## **F. REIMBURSEMENT**

Reimbursement is available to MVAS members who have used their personal funds for MVAS duties/purchases. Members seeking reimbursement must submit records and receipts to the treasurer.

Reimbursement is available at cost for stamps, printing, and photocopying.

Reimbursement may occur for larger pre-approved purchases.

Members will be reimbursed at a rate of \$0.10 per page for personal printing costs.

Reimbursement may occur for mileage at \$0.40 per kilometer, subject to Board approval.

All receipts from volunteers should be submitted for reimbursement within 30 days of the event or they will be considered as a donation to the Society.

Committees shall be made aware of individual budgets and volunteers must endeavor to maintain budgeted amounts. Mountain View Arts Society will cover the costs of budgeted items only. In the event of spending over the budget, the individual volunteer shall be held responsible.

### ***Procedures***

- *Gather the receipt(s) and photocopy, keeping the original in your personal files.*
- *Complete a Reimbursement form as provided by the Treasurer. The form will ask you to indicate what committee such expense is to be charged to.*
- *Submit Reimbursement Form, along with copies of the receipt(s) to the Treasurer.*
- *If the request has already been approved by the Board/Membership through their annual Budget, the Treasurer can prepare the reimbursement immediately. If such purchase has not been approved through Budget, there may be a time lapse before reimbursement, if any is allowed.*

## **G. MEDIA**

The Media Policy is designed to help the Society Board and its members manage proactive and reactive media relations. The organization will actively engage local media outlets in order to keep the community at-large informed. This includes paid and non-paid communication.

The Society shall maintain websites as required, not limited to the Society website and the Arts Festival website. The website liaison shall determine what content needs to be addressed and submitted to the webmaster.

A database of media outlets will be kept by the Secretary and distributed, as required, to the various sub-committees.

All ads and press releases should have Mountain View Arts Society logo and/or Society recognition included.

### **Procedures: Society**

- *All Society-related news releases and public service announcements will be prepared and reviewed by the Board of Directors. Once approved, any releases or announcements will be circulated to the appropriate media by the President.*
- *All Society-related advertisements will be prepared and reviewed by the Board of Directors. Once approved, any releases or announcements will be submitted to the appropriate media by the President, with copies sent to the Sub-Committee Chair and the Society Treasurer.*
- *Only advertisements that have been approved by acceptance of a Budget will be booked.*
- *Interviews for Society-related business will be arranged by the Society President. The President will determine the best spokesman for any given situation.*
- *Written permission to use photos must be received by any photographer, artist, newspaper reporter, and so on, whether for a brochure, website, advertisement, or other promotional or marketing initiative.*

### **Procedures: Sub-Committees**

- *All Sub-Committee-related news releases and public service announcements will be prepared and reviewed by the Sub-Committee Chair or his/her designate.*
- *All Sub-Committee-related advertisements will be prepared and reviewed by the Sub-Committee Chair or his/her designate. Once approved, any releases or announcements will be submitted to the appropriate media, with copies sent to the Sub-Committee Chair and the Society Treasurer.*
- *Interviews will be arranged by the Sub-Committee Chair or his/her designate.*
- *Written permission to use photos must be received by any photographer, artist, newspaper reporter, and so on, whether for a brochure, website, advertisement, or other promotional or marketing initiative.*

## **H. PERFORMER/ARTIST/VENDOR APPLICATIONS**

The vast majority of applications for shows, sales, seminars, concerts, festivals, and so on will be conducted online. When required, written applications will be accepted. At that time, the Committee Chair for the specific event will input the applicants' information to the online form and database.

### **Procedures**

- *All applicants will be issued receipts. Applicants paying by cheque or credit card will have their receipt(s) given to them at the event. Applicants paying with cash will be issued receipt(s) immediately from the Treasurer.*

## **I. VOLUNTEERS**

A Volunteer Database will be compiled by the Secretary. This database will be kept strictly confidential, and is a working document.

## **J. GROUP ATTENDANCE AT FUNCTIONS**

At any event, meeting, conference, speaking engagement, and so on, there will always be two members of the Society Board in attendance. If only one Board member is available, a member in good standing may attend in their place.

## **K. RECORDING OFF-LINE MEMBERSHIPS**

According to our Bylaws:

1. The Secretary shall also keep a record of all the members of the society and their addresses.
2. The Treasurer shall receive all monies paid to the Society. He/she shall properly account for the funds of the Society and keep such books as may be directed ... The Treasurer shall collect and receive the annual dues or assessments levied by the Society...

### **Procedure:**

- *Whoever sells the membership must get the payment and completed application form to the Secretary in a timely fashion.*
- *The Secretary inputs the member information into the Intranet.*
- *The Secretary must get the payment(s) to the Treasurer or bookkeeper.*
- *The Treasurer or bookkeeper deposits the fees in the Society bank account.*

## **L. GIFTS OF APPRECIATION**

From time to time, there is a need to show appreciation to a speaker, someone who does a favour, and so on. Gift recipients will be decided by the Board, on an individual basis. The price limit for appreciation gifts has been set at up to \$30.00.

### **Procedure:**

- *Whoever is placed in charge of acquiring the gift will do so, and give the receipt to the Treasurer for reimbursement. (See Reimbursement Policy above)*
- *Items are to be obtained from one of the Art Society's existing members.*
- *The MVAS logo needs to appear, at least, on the thank you card, if not on the gift itself.*

## **M. PURCHASING**

The purpose of this policy is to provide a guideline for the purchasing of services, materials, and merchandise by the Arts Society, sub-committees of the Society, and representatives of the Society. In order to show appreciation and respect to our local business community, the Society must demonstrate support and patronage of local business wherever and whenever possible.

The Arts Society will abide by a "Local First" philosophy. In all cases, the purchasing of services, materials, and/or merchandise will be done according to the following list of enterprises in the listed order of priority:

1. Society Members
2. Didsbury businesses
3. County businesses
4. South Alberta businesses (Red Deer and south)
5. Alberta businesses
6. Canadian businesses

### **Capital Purchases**

Any capital purchases exceeding \$1,000 will require no less than three quotes from potential suppliers wherever possible. When accepting estimates for any capital purchases, the Society will accept the quote most appropriate with due consideration given to a "Local First" philosophy and the priorities as listed above.