

# **CANADIAN CUTTING HORSE ASSOCIATION** **ORGANIZATION AND PROCEDURES MANUAL**

## **FOREWORD**

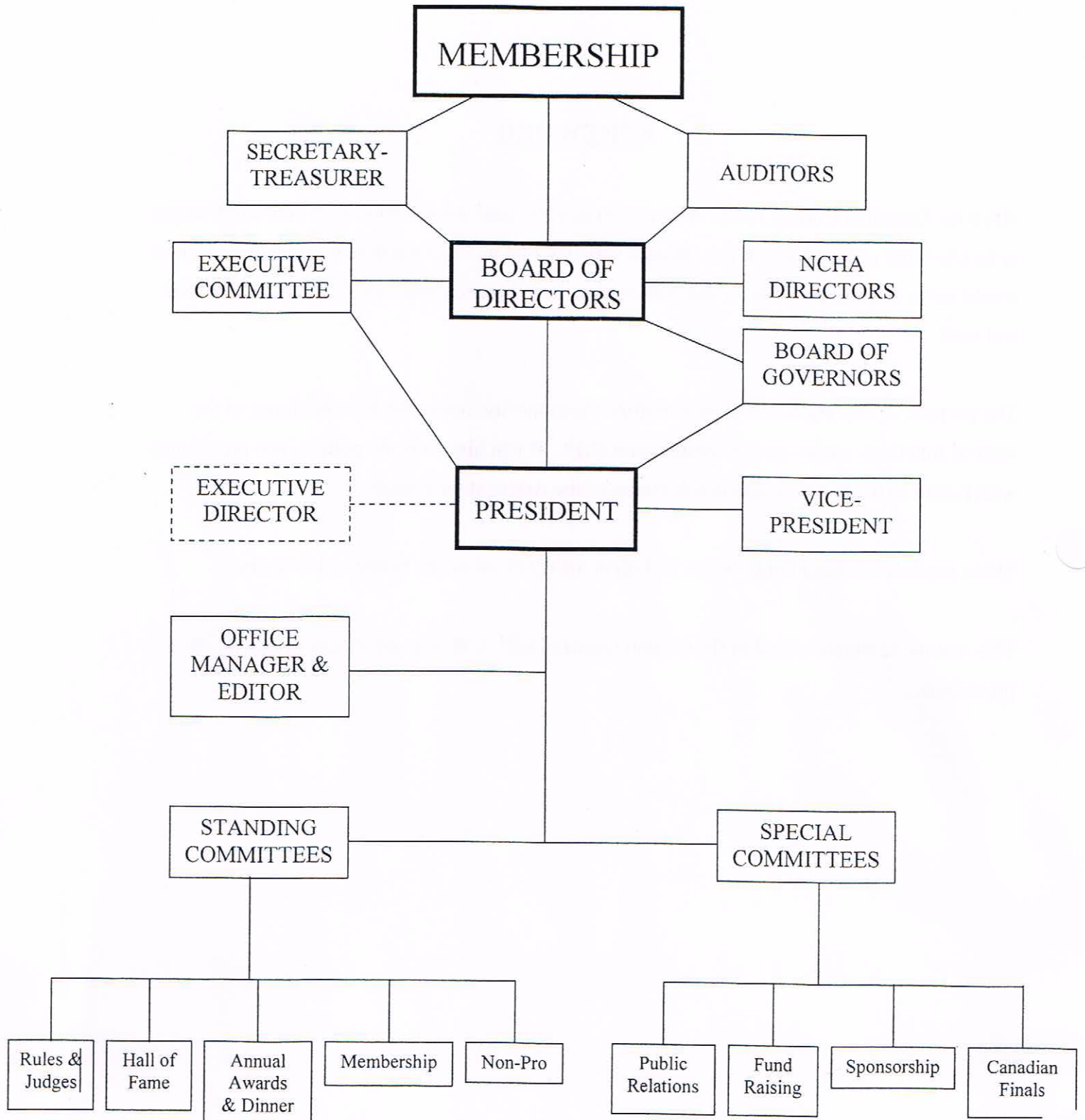
Since the Canadian Cutting Horse Association is a National organization with constant changes in its Directors and Officers, it has become apparent that an Organization & Procedures Manual would serve a useful purpose for the Association, its Officers, Directors, Committee Members and staff.

The purpose of this Manual will be to outline the authority, responsibility and duties of the various functions shown on the organization chart. It will also indicate policies and procedures with regard to the handling and employment of the Association's funds.

These procedures should only be revised upon the approval of the Board of Directors.

This manual is supplemental to the Constitution and will in no way supersede or amend its provisions.

# C.C.H.A. ORGANIZATIONAL CHART



## MEMBERS

The Association has provisions for three categories of membership, namely – Active Members, Sustaining Members, and Affiliate (Association) Members.

Active and Sustaining Members have voting privileges and thereby control the Association in the following manner:

1. The election of the Directors in accordance with the Constitution.
2. The approval of the Acts of the Board of Directors.
3. The approval of the budget.
4. The power to approve rule changes.
5. By submitting Notices of Motion ninety days preceding the Annual General Meeting.
6. The power to amend the Constitution.

## AFFILIATE ASSOCIATIONS

Under the authority of the Canadian Cutting Horse Association, Affiliate Associations are responsible for promotion and operation of cutting contests in their own areas. They will conduct their affairs in accordance with their Constitutions, and operate all contests under the Standing and Judging Rules of the C.C.H.A.

In particular, they are responsible in their area for:

- The promotion of new members for their Associations.
- The prompt forwarding of show applications to the C.C.H.A. for approval.
- Hiring qualified judges approved by C.C.H.A.
- The prompt forwarding of show results and C.C.H.A. fees to the C.C.H.A. office
- The election of C.C.H.A. Directors in accordance with the C.C.H.A. Constitution.
- The reporting of any cases of misconduct by contestants, judges or others to the C.C.H.A. for processing.
- The suitable recognition of top horses and riders for their areas.
- The suitable recognition of major C.C.H.A. Official Sponsors through the display of banners, and mention by the announcer throughout the shows.



## DIRECTORS

The Board of Directors is elected by the membership with the exception of Directors at Large, which consists of all Past-Presidents who are members in good standing.

All Directors are responsible to the membership at large and derive their authority from the membership through the Constitution.

**Directors of the Canadian Cutting Horse Association, while serving in that capacity, shall do those things and those things only that are in the best interests of the Canadian Cutting Horse Association and thereby its total membership.**

Their duties shall be to:

- Elect a President, a Vice-president and a Secretary-Treasurer from among themselves at their meeting immediately following the Annual General meeting. See Article II of the Constitution
- Elect three Directors to the Executive Committee who, along with the President, shall form that Committee.
- Delegate authority and responsibility to the Executive Committee in areas that are within the Committee's terms of reference and in the best interests of the Association.
- Set membership fees and other charges from time to time.
- Establish and/or amend the policies of the Association as required in the best interests of the Association's members.
- In conjunction with the Secretary-Treasurer ensure the Association's revenue and expenses are such the Association's finances will remain in a sound condition. They (or failing them, the Executive Committee) will authorize transfers from the Reserve Account to the General Account in an emergency, if deemed necessary.
- Review and accept or amend the budget submitted by the Secretary-Treasurer for presentation to the membership.
- Do all in their power to maintain a sound and aggressive Association and to further the Association's aims and objects.
- The C.C.H.A. Board of Directors must cooperate fully with the Sponsorship Committee to ensure that the C.C.H.A. Official Sponsors receive proper recognition at shows as set out by the Sponsorship Committee.
- To act in such a manner that will reflect credit on the Association and its members.

## EXECUTIVE COMMITTEE

The Executive Committee consists of the President, who shall act as Chairman, and three other Directors elected by the Board of Directors at their meeting following the Annual General Meeting.

The Executive Committee receives its authority from the Board of Directors and is responsible directly to them.

This Committee will act on policy matters in the absence of the Board.

The Chairman, or the other three members acting jointly may call meetings at any time on seven days notice. The Notice of Meeting may be waived with the consent of all members.

The Executive Committee may act as the Rules and/or Membership Committees if these Committees are not appointed.

They will also deal with reports of misconduct by contestants and others and take disciplinary action where warranted.

In cases where it appears that immediate rule changes are necessary in the best interests of the Association, they may make temporary rule changes to be effective until the next Annual General Meeting. Such rule changes will require the unanimous consent of the Committee.

While it is important that the Association's expenditures be kept within the amounts budgeted for to the extent possible, in the absence of the Board of Directors, the Executive Committee may authorize any expenditure from the Reserve Account to the General Account in cases of extreme emergency. The Secretary-Treasurer is to be notified of any such authorization and will be relieved of any responsibility for such additional expenditures.



## PRESIDENT

The President shall preside at all meetings of the Board of Directors, the Executive Committee and the General Meeting of the Association. He shall appoint special and Standing Committees and conduct the business of the Association in accordance with its Constitution and the policies approved by the Board of Directors. He shall do all in his power to ensure that the affairs of the Association are conducted in a manner beneficial to the membership and shall do all things deemed to be for the good of the Association.

The President shall be an ex-officio member of all Committees appointed by the President or Board of Directors.

The President receives his authority from the Board of Directors and is responsible to the Board of Directors and the general membership.

The President, being the senior officer of the Association, shall represent the Association at public and press functions wherever possible.

The President's duties are:

- To arrange the time and place for all meetings of the Executive Committee, the Board of Directors and the membership.
- He will be responsible for the supervision of the Association's staff. There can be no appointment or dismissal of any staff member without the unanimous consent of the Executive Committee or, failing that, the majority of the Board of Directors.
- In conjunction with the Secretary-Treasurer, to monitor the Association's financial affairs to ensure that the Association remains fiscally viable.
- To sign all bank and other documents requiring the President's signature.
- To keep the Vice President aware of current happenings in the event the President has to be absent from his duties.
- Try to ensure that capable people serve as officers of the Association if elected by the Board of Directors.
- To sign the Minutes of all meetings he presides over.

## **VICE-PRESIDENT**

The Vice-President shall assist the President in the performance of the duties of his office and shall perform the duties of the President in his absence.

It is in the Association's best interest that the Vice-President take an active role, and be kept informed on current issues by the President.



## SECRETARY-TREASURER

The Secretary-Treasurer is elected by the Board of Directors. He derives his authority from, and is responsible to them. He also has a direct responsibility to the membership and is required to report to them on the activities of the Association and of receipts and disbursements for the past year at each Annual General Meeting.

The office of the Secretary-Treasurer has a dual role.

As Secretary, he shall:

- Act as corporate Secretary of the Association and sign all documents requiring the signature of the Secretary.
- Keep the seal of the Association and to affix it to legal documents as required.
- See that all Minutes of Meetings are kept in the Association's Minutes Books.
- Ascertain that all notices of meetings are promptly issued.
- See that the membership roll is properly maintained and that membership cards are issued.
- Conduct, supervise, count and record all balloting of any election and perform such other duties that usually pertain to the office of Secretary.

As Treasurer he shall:

- Ensure that the Association's Annual Returns are filed yearly as required by law.
- Report to the membership at each Annual General Meeting to present a financial statement for the past year.
- Ensure that financial statements indicate monies that are payable to or owing from Committees. The Chart of Accounts should contain accounts (categories) for special purposes. For example, funds received for Judges Education will be allocated as a payable to the Judges Education account (category); funds received for Special Projects are allocated to Special Projects account (category), etc. This will allow committees to monitor the funds available to them on an ongoing basis.
- The Secretary Treasurer should respect that monies raised or donated for a special purpose should be used for that purpose. At the discretion of a Committee and the Board of Directors, surplus funds may be transferred to other accounts.
- Endeavor to control expenditures on an ongoing basis.
- Oversee and safeguard the funds and bank accounts of the Association
- Employ any surplus funds in a prudent manner to ensure maximum returns, security and liquidity.
- Co-operate with the Association's auditors and provide them with the books, records and information they require to carry out their duties.
- Obtain and maintain a Surety Bond covering himself and all others having access to the Association's funds.

These duties may occasionally be assigned to another qualified Director or the Office Manager, but the Secretary-Treasurer is ultimately responsible for the completion of these duties.

## **BOARD OF GOVERNORS**

Membership shall consist of Past-Presidents, and others appointed by the Board of Directors from those who have made an outstanding contribution to cutting in Canada and have a continuing interest in the welfare of the Canadian Cutting Horse Association.

Their duties and authority shall be as assigned by the President or Board of Directors from time to time, either to individuals or to the group.

The Board of Governors will deal with special assignments and make recommendations to the Board of Directors on matters concerning the good of the Association.

All members of the Board of Governors must be members in good standing.

## EXECUTIVE DIRECTOR

This function is a provision for the future and would entail an additional staff member compensated either by an honorarium or a salary.

At the time of compiling this manual, it would be premature to try to fully describe the authority, responsibility and duties of this position.

Broadly, to the extent that authority is granted to this position, it would conduct or supervise the daily operations of the Association and thereby relieve the President, Secretary-Treasurer, other officers and committee people of much of their routine work. Authority should be granted to make minor policy decisions. In addition to reducing the workload of those presently handling these matters, it should offer additional service to the members.

## N.C.H.A. LIAISON

NCHA Liaisons are elected by the C.C.H.A. Board of Directors. They are usually picked from our NCHA Directors. Their responsibility will be to ensure that a spirit of co-operation and understanding exists between the two Associations. Should any friction or differences arise, they will endeavor to see that these matters are solved in a manner satisfactory to both organizations. They will work with the President to achieve this end.



## OFFICE MANAGER AND EDITOR

### **OFFICE MANAGER:**

The Office Manager is appointed by, receives authority from, and is responsible to the President. This position will also be responsible to the Secretary-Treasurer in those areas that are a direct responsibility of the Secretary-Treasurer.

The responsibilities and duties of this position are to:

- File the Associations's Annual Return yearly as required by law to keep the Association in good standing.
- Ensure the office functions of the Association are performed promptly and efficiently.
- See that all accounts receivable are invoiced and collected and that all accounts payable are verified and paid.
- Handle all bank deposits, reconcile bank balances and renew Term Deposits as required.
- Post entries to the General Ledger and take care of other accounting duties so that the Association's financial records are current and accurate. Funds used from "Fund" accounts will be identified as belonging to those accounts.
- Record and type Minutes of Directors' and General Meetings and to safeguard and keep the Association's Minute Book up to date.
- Handle all incoming and outgoing office correspondence.
- Maintain a sufficient stock of office supplies, including items for sale to our Affiliates.
- Keep an accurate and current membership list.
- Issue membership cards to paid-up members.
- Produce show applications, result forms, etc. and distribute to the Affiliate Associations
- Advise the Affiliates of the number of Directors they are to elect for the coming year, using the membership list as of August 31st and the approved formula.
- Check and process show applications and forward to N.C.H.A. for their approval as required.
- Check show results and forward to N.C.H.A. for classes approved by them.
- Set up and maintain records for each class of contest and maintain records for each horse and rider (Non-Pro, Amateur, etc.) so that earnings for the year and lifetime earnings are readily available. All earnings are to be forwarded promptly to Equistat for recording
- Have Bronze, Silver and Gold Award Certificates issued as horses qualify for these awards and keep a record of all certificates issued and date of issue.
- Maintain a list of all approved Judges from names supplied by the Director of Judges
- Co-operate with the Secretary-Treasurer in the production of financial information and reports.
- Provide financial information and records to the Association's auditors as required.

### **EDITOR:**

The Editor is appointed by, receives authority from and is responsible to the President. The responsibilities of this position are:

- The compiling, printing and distribution of "The Canadian Cutter",
- To see that "The Cutter" is kept an attractive and informative publication for members.
- To do whatever is possible to make it an attractive medium for advertisers
- To keep the contents, particularly coming events, show results and standings current.
- Submit Cutter information promptly to other advertising mediums as necessary, i.e. C.C.H.A. website.

## STANDING COMMITTEES

Standing Committees are appointed by the President and are directly responsible to him for the proper fulfillment of their duties.

### COMMITTEE CHAIRMEN

Committee Chairmen are appointed by the President and are responsible to him for proper operation of their respective committees. It is the responsibility of all Committee Chairmen to maintain a DETAILED job description. This will be used on an ongoing basis to make sure all tasks are remembered. This should include time frames, contact names and numbers, facilities traditionally used, incidentals such as electronic equipment needed, whether to supply coffee or a meal, supplying chairs, and anything else that may be helpful to their committee and its successors. Each Chairman can update or add to this job description as needed. A copy should be submitted to Head Office for safekeeping. A copy may then be obtained by new committee chairmen to assist them in fulfilling their duties.

Committee Chairmen will have no authority to make expenditures or incur liabilities on behalf of the Association unless those expenditures are provided for in the budget or have prior approval by the Board of Directors or the Executive Committee. Application for such approval is to be made through the President.

Duties of Committee Chairmen are:

- To keep detailed financial accounting of all income and expenses of their projects to be recorded by Head Office
- To call meetings of his Committee as required.
- To preside at such meetings.
- To see that the Committee promptly and efficiently deals with all matters under its jurisdiction.
- To make sure any advertising needed is done in a timely manner.
- To make reports and recommendations on behalf of the Committee to the President or such other bodies as requested by him.



## **RULES AND JUDGES COMMITTEE:**

This Committee will constantly monitor the rules of the Association and ascertain that they are being properly applied. They will monitor rule changes made by the NCHA to determine if any should apply to the C.C.H.A. They will submit written changes, additions or deletions as required to the Chairman. Any suggested changes will be put to the membership at the AGM for approval. This committee will keep the Rule Book updated, either by reprinting or by addendums sent to members. The Rule Book should be updated and reprinted at least every two years to reflect any rule changes, new Directors, phone numbers, etc.

They will also review the area of judges and judging and make recommendations for improvement. They will be responsible for training and approving C.C.H.A. Judges. They will:

- Make all arrangements for Judges Clinics
- Inform members and interested parties of upcoming clinics
- Establish fees and charges for clinics
- Obtain qualified instructors
- Monitor all proceedings
- Inform all participants of clinics of their resulting judging status
- Keep the President updated of all developments
- Give a full financial accounting to the President, Secretary Treasurer and the Association
- Yearly supply C.C.H.A. and all Affiliates with a current "Approved Judges List"

The C.C.H.A.'s financial obligation is restricted to the amount existing in the Judges Education Fund. This Committee will give a full financial accounting to the Membership at the AGM.

This Committee will investigate any written rule or judging complaint as per the Rule Book and make their recommendation to the Executive Committee. Complaints can be referred to the Executive Committee in either the absence of the Director of Judges or a conflict of interest within the Rules and Judges Committee.

## HALL OF FAME COMMITTEE:

This Committee is responsible for inducting people into the Builders Hall of Fame. Admittance is reserved for individuals who have made truly outstanding contributions to the sport. They must be of the highest character personally, and have made long-term contributions to the sport beyond the realm of competitive success. Inductees to the "Builders" Hall of Fame will be added only occasionally and always in accordance with "Criteria For Admission to C.C.H.A. Hall of Fame" relating to this subject. This Committee also ensures that the names of qualified riders and horses are displayed in the Hall of Fame. The criteria for riders and horses are below. New members should always be inducted at the Association's Annual Banquet.

This committee is also responsible for the acquisition and upkeep of Hall of Fame displays

Their duties are to:

- Evaluate potential inductees who have been duly nominated
- Induct those people that they feel are qualified. Induction into the "Builders" Hall of Fame requires unanimous agreement by the Committee.
- Ensure qualifying Riders are recognized in the "Riders" Hall of Fame. These are determined by lifetime earnings of the rider.
- Add the names of additional horses as they qualify and are awarded "Gold Certificates"
- Maintain the displays so that they remain attractive vehicles in which to honor our "Builder Members" and the horses and riders that have qualified for the Hall of Fame and will reflect favorably on the Association.
- Change the items on display from time to time.
- Recommend changes to the Board of Directors as to the qualifying amounts for Bronze, Silver and Gold Certificates when deemed advisable.
- Explore ways to improve our Hall of Fame to further publicize and honor the people and horses involved and work with the Public Relations Committee to raise the stature of the Association.

The C.C.H.A.'s financial obligation is restricted to the amount existing in the Hall of Fame Fund. This Committee will give a full financial accounting to the Membership at the AGM.



## **ANNUAL AWARDS AND DINNER COMMITTEE:**

### **Awards**

This Committee is responsible for obtaining suitable trophies and awards for presentation at the Association's Annual Awards Dinner. Awards spending will be restricted to the amount existing in the Awards Fund. This Committee will give a full financial accounting to the Membership at the AGM

They will be responsible for:

- Obtaining sponsors for trophies other than those awards directly paid for by the Association.
- The purchasing and engraving of trophies
- Updating the engraving on perpetual trophies and purchase of suitable "keeper" trophies

Subject to change by the President or Board of Directors, Awards required will be:

- Champion and Reserve Champion Awards for all classes. Ensure suitable prestigious Awards are obtained for the Open & Non-Pro Open classes.
- Top Five Awards (in all approved classes)
- Reciprocal Trophies (if presented)
- Prince Philip Award (if presented)
- Dave Whitall Affiliate Award (awarded only when requested by an Affiliate- cost is shared between C.C.H.A. and Affiliate)
- Such other special awards that are approved by the President or Directors.

### **Dinner**

This committee is also responsible for the complete operation of the Association's Annual Awards Dinner, which should be kept as near self-sustaining as possible. This Committee is authorized to make required expenditures on behalf of the Association within the amount budget for. All dinner spending or fundraising income will be applied to the General Account. The Annual dinner is one of very few functions that the public participates in. It is therefore important that it be well run and entertaining, while still featuring our awards winners. Consultation with the Public Relations Committee may be helpful.

This committee is responsible for:

- Arranging the time and place of the meeting with approval of the President and/or the Board of Directors.
- In conjunction with the caterers, arrange pre-dinner refreshments, a suitable menu, table setup, microphone and podium, tables etc. for trophies, head table (if used)
- Display identifying cards on the trophy display
- Obtain dinner programs and distribute on tables
- Arrange for: Master of Ceremonies, ticket takers, flowers and/or table decorations, help to clean up if needed
- Invite special guests and obtain hosts for them
- Arrange for after-dinner entertainment
- Obtain suitable rooms for Directors' Meetings and General Meeting and have coffee provided for these meetings.
- Keep a record of all receipts and expenditures and provide the C.C.H.A. office with a complete financial statement

### **MEMBERSHIP COMMITTEE:**

The purpose of this Committee is to increase membership and encourage participation by members in all C.C.H.A. activities.

This Committee will:

- Work with the Affiliate Associations and will be responsible for increasing the membership
- Endeavor to encourage active participation in our Association's affairs by the members.
- Will consider applications for regional Affiliate Associations.

### **NON-PRO COMMITTEE:**

The purpose of this Committee is to ensure that all Non-Pro and Amateur cardholders function within the rules as set out in the C.C.H.A. Rule Book

This Committee will:

- Investigate complaints concerning violations of Non-Pro or Amateur status
- Hold hearings for those members who wish to appeal the revoking of their Non-Pro or Amateur cards
- Report their findings to the Executive Committee with their recommendations

Rulings or disciplinary actions will be the responsibility of the Executive Committee. In the absence of a Non-Pro Committee, the Executive Committee may assume these duties.



## SPECIAL COMMITTEES

Special Committees are appointed by the President and are directly responsible to him for the proper fulfillment of their duties. These are committees which exist as needed.

### COMMITTEE CHAIRMEN

Committee Chairmen are appointed by the President and are responsible to him for proper operation of their respective committees. It is the responsibility of all Committee Chairmen to maintain a DETAILED job description. This will be used on an ongoing basis to make sure all tasks are remembered. This should include time frames, contact names and numbers, facilities traditionally used, incidentals such as electronic equipment needed, whether to supply coffee or a meal, supplying chairs, and anything else that may be helpful to their committee and its successors. Each Chairman can update or add to this job description as needed. A copy should be submitted to Head Office for safekeeping. A copy may then be obtained by new committee chairmen to assist them in fulfilling their duties.

Committee Chairmen will have no authority to make expenditures or incur liabilities on behalf of the Association unless those expenditures are provided for in the budget or have prior approval by the Board of Directors or the Executive Committee. Application for such approval is to be made through the President.

Duties of Committee Chairmen are:

- To keep detailed financial accounting of all income and expenses to be recorded by Head Office
- To call meetings of his Committee as required.
- To preside at such meetings.
- To see that the Committee promptly and efficiently deals with all matters under its jurisdiction.
- To make sure any advertising needed is done in a timely manner.
- To make reports and recommendations on behalf of the Committee to the President or such other bodies as requested by him.

## **PUBLIC RELATIONS COMMITTEE:**

This committee will be responsible for a public relations program that will keep the activities of the Association and its members before the public and to publicize contests, results and standings. They may also make recommendations on improving the presentation of cutting contests, particularly at our larger shows. They will work in co-operation with our Affiliate Associations to maximize the effect of their programs.

This committee will report directly to the President. Approval for its actions and expenditures will come from the Executive Committee.

## **FUND RAISING COMMITTEE:**

This Committee is charged with the responsibility of increasing the revenues of C.C.H.A. over and above those derived from membership, office charges etc. which are barely sufficient to cover our normal operating expenses. The raising of funds is required to enable us to undertake clinics, special events, awards and other promotions.

It is the function of the "Fund Raising Committee" to seek out and operate Fund Raising events that will generate funds to cover the cost of our "special projects" i.e., those functions in excess of our normal administration duties.

Before making a commitment to any event the committee must obtain permission for the event and approval of its budget from the Executive Committee.

The Committee will be responsible for the safe keeping of and accounting for all funds involved. Upon completion of each event, the Association will be provided with a full accounting of the event.

Sub-committees may be appointed if desired.



## **SPONSORSHIP COMMITTEE:**

This committee will report directly to the President. The purpose of this committee is to actively pursue the acquisition of major Official Sponsors for the Association. These sponsorships will enhance prestigious year-end awards for the top horses and riders in the C.C.H.A. Funds received from the Sponsorship Committee will be deposited into the C.C.H.A. bank account and credited to the "Sponsorship Fund". All expenses pertaining to sponsorship will also be posted to "Sponsorship Fund".

Their duties will be:

- Pursue major sponsors for Starter, Bronze, Silver, Gold or Platinum packages as set out in the "Sponsorship Brochure".
- Ensure Sponsor banners, etc. are obtained and distributed for display at shows.
- Ensure Affiliates have information on Official Sponsors so the announcer can make proper mention as the shows. Make sure Affiliates and announcers are informed if the show or class "belongs" to a Sponsor.
- Ensure Sponsors receive recognition on the C.C.H.A. website
- Provide calendars of events to Sponsor representatives
- Ensure tickets to the Annual Awards Banquet are sent to Official Sponsors
- For presentation at the Annual Awards Banquet, obtain promised Sponsorship awards (saddles, etc.) and make sure any engraving has been done
- Ensure that Sponsors attending C.C.H.A. events are escorted and recognized.
- Promote the attitude that Official Sponsors are greatly appreciated for their generosity
- Give a full financial accounting at each Annual General Meeting.

## **CANADIAN FINALS COMMITTEE:**

The purpose of having a Canadian Finals is to showcase the highest standard of cutting to the public and promote the sport. These Finals are not intended in any way to supersede the High Point Champions for the year. This committee will represent the C.C.H.A. on matters pertaining to the Canadian Open Finals, and the Canadian Non-Pro Finals.

This committee will act on behalf of the C.C.H.A. in the co-ordination of the Finals with the operating organization. The C.C.H.A.'s financial obligation for each Finals is restricted to those amounts (if any) that have been pre-approved.

The committee will:

- Establish the number of horses that will be eligible - i.e., Top Five available. If restricted, contact all qualifiers and ascertain that they will be available.
- Establish the format to determine Finals winners, e.g. aggregate scores of all go-rounds, advancement to sudden death finals, etc.
- Arrange the time and location of each year's Finals and the stabling for the horses
- Obtain and handle cattle required
- Appoint judges (and turn-back help)
- Establish entry fees and other charges and the pay-out schedule
- Obtaining sponsors
- Advertise and publicize the Finals
- Ensure that the horses are properly groomed and that the riders are properly attired for a public event
- Provide background information on each horse and rider to the announcer, together with an update on scores and standings
- Present a report on each Final to the Board of Directors.



## **BANK ACCOUNTS AND PROCEDURES**

### **GENERAL ACCOUNT:**

All receipts and disbursements pertaining to the general operation of the Association are to be processed through this account. (Exceptions are specified in the outline of other accounts, which follows).

As certain Association funds are kept in savings accounts and Term Deposits, the General Account may be used to make payments for these accounts with repayment to be made by transfer of funds from the Savings Account or term deposit.

Any amounts accumulated in this account that are in excess of current requirements are to be employed in short-term Term Deposits or another suitable vehicle to ensure maximum returns consistent with maximum security and liquidity. All funds will be identified as belonging to this account.

Signing authority is any two of: The President, The Treasurer, Vice-President or the Office Manager. The Office Manager has signing authority for small amounts to allow day-to-day operations.

Presently, this account is held at the Bow Valley Credit Union, Airdrie, Alberta

### **TERM DEPOSIT:**

This was authorized by the Board of Directors on June 29, 1981 and is to be maintained in the amount of at least \$30,000.00. The purpose of this is to achieve a degree of financial stability for the Association should it suffer a deficit or deficits. This term deposit in 2004 was increased to approximately \$54,000.00 from funds received from the Hall of Fame Account and others. Funds from this term deposit may be transferred to the General Account in such amounts as may be authorized by the Board of Directors, or, failing them, by the Executive Committee, such use of Term Deposit funds to be restricted to emergency use only. The original \$30,000 has been set up in the Association's financial statement as a long-term liability under the name "Reserve Fund". This is to discourage spending of this money.

Signing authority is the same as the General Account and the account is held at the same bank -



## **SPECIAL PROJECTS ACCOUNT:**

The purpose of the account is to process all receipts and disbursements pertaining to fund-raising operations as the Board of Directors may approve from time to time. The use of this fund will be restricted to non-recurring commitments with express understanding each approved expenditure is a one-time commitment only and is subject to the availability of funds in this account.

Surplus funds accumulated in this account will be employed in short-term Term Deposits or other suitable vehicle that will achieve maximum returns consistent with maximum security and liquidity. All such funds will be identified as belonging to this account.

Expenditures from this account will only be made by authorization of the Board of Directors, or failing that, the Executive Committee.

Signing authority is any two of: The President, Vice-President, Secretary-Treasurer or Office Manager.

This account is at the same bank as the General Account

## **HALL OF FAME TRUST ACCOUNT:**

This bank account no longer exists. The original funds for this account were provided by generous contributions of a number of our members. In 2001, approximately \$17,000.00 from this account was amalgamated into the "Term Deposit". In 2004, a long-term liability was set up in our financial statements called "Hall of Fame Fund", and \$4,500 was reallocated back to this Fund for the Hall of Fame Committee use.

The purpose of this fund is to:

- Finance the acquisitions of suitable Hall of Fame displays;
- Provide funds as required for updating and maintaining of the display;
- Promote the Hall of Fame.

The Chairman of the Hall of Fame Committee will make expenditures from this account subject to prior approval from the President or Secretary Treasurer.