

## **POLICY and PROCEDURES MANUAL**

### **Annual General Meeting (AGM)**

The Annual General Meeting shall be scheduled to take place on the first Tuesday following the last lecture in March.

### **Board of Directors**

#### **Term Limits**

The Corporate Secretary will record the commencement dates for each Board member and will report to the Board their terms of office in accordance with By-Law 3.11 at the January meeting each year.

#### **Cash Surplus**

Learning Unlimited Etobicoke shall maintain a five (5) year average annual reserve equal to approximately one (1) year of revenue. If the cash assets exceed one (1) year of revenue, the Board shall review this policy.

#### **Cheque Signing**

Cheques will be written by the Treasurer and signed by two different members of the Board. Cheque signing authority will be granted to the President, Vice-President, and Registrar, but to prevent any possibility of a perceived conflict of interest, not to the Curriculum Chair.

## **Directors' Insurance**

Directors Insurance for protection of all Board Directors shall be purchased annually on behalf of all Board Directors by the Treasurer and shall not be permitted to lapse.

## **Fairfield Centre Administration Policy**

Learning Unlimited Etobicoke, which leases space from Fairfield Centre, will be bound by Fairfield's general administration policy in terms of operating hours and activities.

## **Lecture Series:**

### **i) Fees**

All registrants shall pay a fee for each lecture series as determined by the Board and approved at the Annual General Meeting.

### **ii) Length**

The Fall Series will consist of eight (8) lectures; the Winter Series will consist of ten (10) lectures.

### **iii) Start Dates**

The fall lectures will be scheduled to begin on the first Tuesday that occurs one full week after Thanksgiving.

The winter lectures will be scheduled to begin on the first Tuesday that occurs one week after New Year's Day.

## **Non- Solicitation**

While a speaker may sell his/her own books and recordings and to speak to and leave literature advertising performances, tours they guide and services such as consulting services, they shall not collect funds from the audience for any agency, cause, charity or other purpose. Speakers may refer members to particular websites that provide more information about an event, their services, or donation opportunities. Any lecturer wishing to promote an event that takes place subsequent to their lecture series may do so during the lecture series. However, LU will not advertise or endorse those events.

## **Pre-Registration Privileges**

All Volunteers, members in good standing for twenty-five (25) years or more, and members who are ninety (90) years old or more may pre-register themselves and their lecture partner for one (1) lecture series per term.

- i. The Auditor and their partner may pre-register for any lecture series in lieu of payment for work provided by a request from the Treasurer to the Registrar.

## **Privacy/Confidentiality of Members Data**

All personal data collected from members and/ or third parties, will be kept secure and in confidence. Members' personal data will be used exclusively for communication with members for the purposes of registration and communications about LU Etobicoke lecture series in addition to improving our program offerings. Members' personal data will not be shared with any third party, unless permission is first obtained from the members involved.

## Snow Emergencies

In the event of a severe snow emergency in which public authorities are asking the public to limit their travel to essential trips and where institutions such as schools are closed, the LU lectures will be cancelled.

1) The LU President or their designate shall make any decision to cancel a lecture by 0800 on the day in question.

2) He/She shall communicate this decision to the Registrar, the Chair of the Curriculum Committee, and Fairfield Seniors Centre.

3) The Registrar shall post a cancellation notice on the LU website.

4) The Chair of the Curriculum Committee shall be responsible for alerting the day's lecturer and the committee researcher of the cancellation.

5) At the beginning of the Fall and Winter lecture series each year, the Registrar shall post a notice to all registrants reminding them to check the LU website for any cancellations when there is a severe snow emergency.

### Unregistered Attendance at Lecture Series

i. Audio-Visual, Curriculum, and Registration Committee members may also attend lectures for which they have not registered as necessary

ii. Social Committee members who are called in to work a lecture for which they have not registered shall obtain a temporary badge from the Registrar for that lecture.

iii. Board members may also attend any lecture without registering and shall be obligated to surrender their seat to a registered member if all seats are occupied.

## **Used/New Surplus Equipment**

Future use of any surplus equipment will be taken to the Board of Directors for decision. Surplus equipment will only be donated gratis to a Seniors educational organization that shares the equivalent goals of Learning Unlimited Etobicoke. Surplus equipment may be sold to LU Member(s) for a fair amount that has been determined through appraisal by a knowledgeable expert and agreed upon by the Board of Directors. Where no Seniors education organization wants the equipment and no buyer is found, the surplus equipment may be donated to another non-profit organization or a charity or destroyed.