



Lupus SK Society Inc.

CONSTITUTION HANDBOOK

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PREFACE

An organizational handbook is an indispensable guide for executive officers and members. A handbook indicates how an organization operates and where it stands on matters of importance to the members. A handbook provides continuity as executives and the membership change. It is an authoritative base that gives the organization a sense of direction and purpose.

The Board of Directors is responsible for the regular maintenance and periodic revision of the Handbook.

All Board and committee members shall receive a copy of the Handbook.

Continuing Board members shall receive updated sections of the Handbook. New members will receive a complete edition.

The contents of the Handbook shall include:

- Constitution and Bylaws
- Duties of the Executive Officers
- Terms of Reference of Committees
- Policies and Procedures

The Addenda shall include:

- a) List of Lupus SK Presidents
- b) Nomination form

GENERAL INFORMATION

The Lupus SK Society Inc. name was changed on November 15, 2010 corporation number 205527. The Society was founded March 5, 1981.

The Lupus SK Society Inc. is a registered federal charity. Its business number is:
BN 11902 5880 RR 0001.

The registered office of the Society is:

Box 88
Royal University Hospital
103 Hospital Drive
University of Saskatchewan
Saskatoon, SK
S7N 0W8

Classes of membership are outlined in the Constitution.

The Society is entitled to have a minimum of 4 directors, maximum of 15.

There are no restrictions on activities the Society may carry on, or on powers the Society may exercise.

Liquidation and dissolution of the Society: After all debts and liabilities of the Society have been paid, the remaining assets shall be distributed to such charitable organizations in Canada as may be decided by the Society in a general meeting.

MISSION

“To provide support for those affected by LUPUS through understanding, education, public awareness and research.”

**CONSTITUTION
LUPUS SK Society Inc.
(Updated November 2010)**

Name of the Society

The name of the Society shall be Lupus SK Society Inc. hereinafter referred to as “the Society”. The Society is a voluntary, not-for-profit, membership corporation composed of individuals and institutions sharing a common interest in the objectives of the Society.

Interpretation

In these Bylaws:

“Affiliation” means a relationship established with an external organization following consent by vote of the General Membership of the Society and payment of that organization’s membership fee.

“Board” means “Board of Directors”

“Changeover meeting” means the meeting at which the retiring directors, convenors of sections and committees meet with their successors after the close of the annual meeting.

“Committee” means a small group of members or friends of the Society whose convenor is a member of the Society appointed by the Board of Directors to carry out specific business of concern to the Society.

“Delegate” means a member of the Society who represents the Society at meetings of other organizations.

“Director” means an elected or appointed official who is a member of the Board of Directors.

“Ordinary resolution” means a resolution passed by a majority of the votes cast by the members who voted in respect of that resolution.

“Special resolution” means a resolution passed by a majority of not less than two-thirds of the votes cast by the members who voted in respect of that resolution or signed by all the members entitled to vote on that resolution.

“Chapter” means a group of members of the Society formed to pursue the Society’s interests within a particular city, town, village, or area of the province.

“Group” means a number of members of the Society who are not sufficient in numbers to form a chapter but wish to meet together to pursue the Society’s interests within a particular city, town, village, or area of the province.

Objectives

The objectives of the Society shall be to serve the interests of persons affected by Lupus and those who are interested in the disease by:

Providing support for those affected by lupus,

Providing public awareness and education about lupus,

Encouraging and financially supporting lupus research,

Developing an ongoing, viable organization that meets the needs of our members,

Ensuring future financial stability of the Society, and

Recruiting and working in partnership with individuals, organizations and business.

Membership

Membership Fees

The membership fees shall be determined by the Board of Directors.

Membership fees shall be on an evergreen system. The month of application is the beginning of the membership year.

Good Standing

To be in good standing, a member must have paid his/her annual membership fee.

Members purchasing new or renewed membership at the annual meeting will be admitted to the current year's Annual General Meeting as voting members of the Society.

Withdrawal from the Society

Any member may withdraw from the Society at any time by sending notice in writing to this effect to the Treasurer of the Society, but upon withdrawal, the member shall not be entitled to a refund of any portion of the fees which may have been paid.

Membership in the Society shall be considered to have lapsed if it is not renewed one month after the evergreen renewal date.

Classes of Membership

A Member is a person who has paid membership dues.

A Complimentary Member is a person who can't afford membership, but are not denied any information or newsletters for a period of one year, and shall have that membership reviewed annually.

Board of Directors

The Society shall be governed by a Board of Directors composed of no less than 4 and no more than 15 members who are eligible for election under the Not-For-Profit Corporations Act. A director is required to be a member of the corporation.

The Board of Lupus SK will include a minimum of twenty-five per cent (25%) lupus patients or family members to provide input to Board decisions of those directly affected by lupus.

The Board shall include 5 executive officers who shall be:

The President

The First Vice-President, who shall also be designated president-elect, and who shall be elected annually,

The Second Vice-President, who shall be elected every second year,

The Recording Secretary, who shall be elected in every second year alternately with the Treasurer,

The Treasurer, who shall be elected in every second year alternately with the Recording Secretary,

These officers together shall constitute the Executive Committee of the Society.

Directors-at-large shall be elected annually.

Terms of Office

All Directors shall serve until the adjournment of the changeover meeting, which shall be held after the Annual General Meeting. The retiring directors shall then be replaced by the new directors as announced at the Annual General Meeting.

The president-elect shall serve the first year after election as the First Vice-President, the second year as President, and the third year as Past President.

The Second Vice-President shall normally serve for 2 years.

The Recording Secretary shall normally serve for 2 years.

The Treasurer shall normally serve for 2 years.

A director of the Association ceases to hold office when that person:

Is replaced in accordance with these Bylaws;

Dies or resigns;

Is removed in accordance with the provisions of the Not-For-Profit Corporations Act; or

Becomes disqualified under the provisions of the Not-For-Profit Corporations Act.

The resignation of a director becomes effective at the time a written resignation is received by the Society or at the time specified in the resignation, whichever is the later.

Management

The administration of the affairs of the Society shall be vested in the Board of Directors.

The executive officers (see Section 3, Item 3.5) shall perform the duties pertaining to their respective offices and such other duties as may be approved by the Board of Directors.

The Board of Directors shall meet at the call of the President at least twice a year. Meetings shall also be called upon the request of a majority of the Board.

A meeting of directors may be called at any time by the President or by a Vice-President who is a Director or by any two (2) directors, or if the directors have a chairman who is not President, by the chairman; and the Secretary shall, when directed by any of the foregoing, call the meeting.

The Board of Directors may meet for the dispatch of business, adjourn, and otherwise regulate its meetings as it may determine. It may appoint such standing and other committees as may be required to transact the business of the Society.

Four (4) directors present, at least two (2) of whom are executive officers shall constitute a quorum for the conduct of business of the Board of Directors.

In the event that it is not possible to hold a meeting of the Board of Directors, a director may, if all the directors of the Society consent, participate in a meeting of directors or a committee of directors, such as the Executive Committee (see Section 3 Item 3.7) by means of such telephone or other communications facilities as permit all persons to participate in the meeting. Minutes shall be kept in the normal way of the proceedings of all such meetings.

The Board may receive applications for the establishment of chapters of the Society subject to the terms of Article 12 of these Bylaws.

No Director shall be a salaried employee of the Society. Directors may be reimbursed for out-of-pocket expenses.

Executive Committee

The Executive Committee shall be composed of the officers of the Board of Directors; namely the President, the First Vice-President, the Second Vice-President, the Recording Secretary, the Treasurer. This Executive Committee shall carry out the decisions of the Board of Directors and settle current administrative affairs.

Between meetings of the Board of Directors, the Executive Committee shall have powers entrusted to it by the Board, and the power to make those decisions required by special circumstances which make it impossible to convene the Board and shall have such decisions ratified by the Board.

Two (2) officers present shall constitute a quorum for meetings of the Executive Committee.

Finance

It shall be the duty of the Board of Directors to review and approve the budget as prepared by the Treasurer.

The Treasurer, the President and two other executive Board member shall be the signing officers of the Society, and the signatures of the Treasurer and one of the other three officers shall appear on all cheques and other appropriate documents.

The Treasurer shall submit a detailed financial statement at the conclusion of the fiscal year.

The fiscal year of the Association shall run from October 1 to September 30.

The directors of the Society may not, without authorization of its members;

Borrow money upon the credit of the corporation,

Issue, re-issue, sell or pledge debt obligations of the corporation,

Give a guarantee on behalf of the corporation to secure performance of an obligation of any person,

Mortgage, hypothecate, pledge, or otherwise create a security interest in all or any property of the corporation, owned or subsequently acquired, to secure an obligation of the corporation.

All funds raised or obtained by any member are to be forwarded immediately to the designated person.

Bank accounts and their purpose are as follows:

- a) General Account
- b) Memorial Account
- c) Fundraising Account

Appointment of Auditor

At each Annual General Meeting, the members of the Society shall by ordinary resolution, appoint an auditor

Nominations and Elections

Nominating Committee

At the AGM nominations and elections for executive and board of Lupus SK will be nominated and voted on by the current board.

Every person nominated shall be a member of the Society in good standing.

The Board shall call for nominations from the floor of the Annual General Meeting, and the membership shall effect an election for that position by secret ballot at the Annual General Meeting.

In the event that two or more candidates receive an equal number of votes in a contest for a single position, the outcome of the election for that position shall be determined by lot.

The results of the election shall be reported in writing to the Secretary for announcement at the Annual General Meeting and for communication to the candidates.

General Meetings

General Meetings of the Society shall be held at such places within Saskatchewan as the Board of Directors may determine.

A meeting of members may be held outside Saskatchewan, if all the members agree, and a member who attends a meeting of members held outside Saskatchewan is deemed to have so agreed, except where he/she attends the meeting for the express purpose of objecting to the transaction of any business on the grounds that the meeting is not lawfully held.

Notice of the time and place of a meeting of members shall be sent not less than fifteen (15) days or more than fifty (50) days before the meeting to:

Each member entitled to vote at the meeting; and

Each director

The President, or in her/his absence, the First Vice-President, may call a Special General Meeting at the request of a majority of the Board of Directors, or at the written request of 5% of the personal membership, giving specific reason for the request, provided that in all instances, 30 days notice is given.

Five percent (5%) of the membership personally present shall constitute a quorum at any General Meeting of the Society.

Voting

Voting rights are extended only to members in good standing.

Voting at a meeting of members shall be by show of hands except where a ballot is demanded by a member entitled to vote at the meeting.

A member may demand a ballot either before or after any vote by show of hands.

Chapters

Chapters shall be established only on the specific authority of the Annual General Meeting. A motion to this effect shall be made to the Board of Directors at least three (3) months prior to the Annual General Meeting. This request shall be signed by at least ten (10) members. They shall provide a list of proposed chapter officers with their consent to hold office.

The purpose of a chapter is to promote the aims and objectives of the Society and to cooperate in the promotion of general and joint enterprises within the Society and other Lupus groups. Each chapter shall represent a geographic area distinct from other chapters.

No chapter shall be authorized without the Executive Committee having been given proof that the proposed chapter is justified, and falls within the terms of these Bylaws.

All members of a chapter must be members of the Society in good standing.

The Annual Meeting of a chapter shall take place prior to the Annual General Meeting of the Society.

The executive officers of a chapter shall be elected in the same manner as are elections of the Society or at the Annual Meeting of the Chapter which shall be held in advance of the Annual General Meeting of the Society.

The President, or designate, of a Chapter with ten (10) active members shall attend and report to the Society's Board meetings.

The President of a Chapter shall present an annual report of the activities of the chapter to the Board of Directors, at the Society's Annual General Meeting, and at the Chapter Annual Meeting.

The chapters shall be autonomous in establishing their own programs. This autonomy must respect the authority of the Society's Annual General Meeting and the Society's Bylaws.

The chapters shall be financially self-administering.

If necessary, the chapter may apply to the Board of Directors for an operating grant from the Society's general budget.

No later than September of each year, each chapter shall prepare a budget covering proposed activities for the following fiscal year. This budget shall be presented to the Finance Committee for screening, and once accepted, shall be submitted to the Annual General Meeting of the Society for approval as part of the annual budget estimates of the Society. The budget shall also be submitted to the membership of the chapter for approval at the Annual meeting of the chapter. The Board of Directors may, at its discretion, and upon presentation of a budget proposal by the chapter, advance money from the general funds of the Society to support chapter programs. In the event that such programs clear a profit, this profit shall be divided between the Chapter and the Society in proportion to the original investment made by each. In the event that the programs incur a loss, the Society shall make up the deficit and negotiations shall be conducted between the Society and the chapter with a view to reaching a mutually satisfactory solution.

Each chapter shall be governed by the provisions of the Constitution and Bylaws of the Society, to the extent that they are applicable.

No chapter shall incur expense on behalf of the Society, except as authorized, nor shall any chapter commit the Society by any declaration of policy.

Accounts for the chapter shall be maintained by the chapter treasurers, who shall provide regular reports of revenue and expenditure to the Society's Treasurer.

All chapter financial records shall be subject to audit in conjunction with the official annual audit of the Society's financial records.

In the event that a chapter decides to discontinue its operation, any funds remaining unspent after all its liabilities have been met shall be transferred to the Society and held in trust by it for a period of two years against possible reconstitution of the chapter. After that time, the funds shall become part of the general revenue fund, or can be designated to other funds at the discretion of the Board of Directors.

The Board of Directors shall have authority to recommend to the Annual General Meeting that a chapter be disbanded, provided that no such resolution shall be proposed so long as there are at least 10 members in the chapter who wish its operation to continue, except that in circumstances where the chapter is working in conflict with the objectives of the Society, or where the chapter refuses to comply with the provisions of the Constitution and Bylaws, such a resolution may be proposed regardless of the number of members of the chapter at least 21 days in advance of the intention to propose a resolution to disband.

Expenses

The Board of Directors shall set an amount annually to support Directors' attendance at Board meetings.

Expenses may be paid to the Society's official delegate to the Lupus Canada meetings.

Expenses may be paid for the Society's official delegate to meetings of other organizations at the approval of the Board of Directors.

The Board of Directors shall set an amount annually to support committee expenses.

Affiliation

The Society may affiliate itself with any other lupus association and with any organization, upon consent given by vote at a General Meeting, and may elect representatives and pay a membership fee required by the Constitution or Bylaws of that association or organization.

Rules of Order

Robert's Rules of Order, latest available edition, shall govern in all cases where they do not conflict with the Bylaws of the Society or the Not-For-Profit Corporations Act (Chapter N, 4.1, ss 2000 and amendments thereto).

Dissolution

Subject to the provisions of the Not-For-Profit Corporations Act, so long as there are at least 25 members of the Society, no resolution shall be proposed to surrender its Certificate of Incorporation, or to wind down the Society.

Amendment

Amendment of the Constitution or Bylaws shall be authorized by the Board of the Society.

The Directors may, by resolution, make, amend, or repeal any Bylaws that regulate the activities and affairs of the Society.

BYLAWS OF THE LUPUS SK SOCIETY INC.

GOVERNANCE

Lupus SK Society Inc. operates under the following authorities:

Not-For-Profit Corporations Act,

Federal Charities Act,

Robert's Rules of Order,

Policies as printed in the Handbook, or subsequently adopted by the Board.

DUTIES OF DIRECTORS

President

In consultation with the Board of Directors, calls and arranges all meetings of the Society (except committee and chapter meetings) and publishes notices of those meetings in advance. Draws up agendas for business meetings of the Board held during the year, the Annual General Meeting, and any special general meetings of the Society.

Presides at all meetings of the Society, except those of committees.

Is ex-officio member of all committees.

Is a signing officer of the Corporation together with the Treasurer and designated board members.

Presents the Annual Report of the Corporation at the Annual General Meeting and may present a written report at board meetings.

Writes a "President's Message" for each issue of the newsletter.

May serve in liaison capacity with other organizations.

First Vice-President, Second Vice-President, Secretary, and Treasurer report to the President.

First Vice-President (President-Elect)

Presides at board meetings in the absence of the President.

Assumes Presidential duties and responsibilities should the office of President be vacated.

Second Vice-President

Assumes office duties and responsibilities, should office of President and 1st Vice President be vacated.

Secretary - Recording

Records minutes of all Board, Annual, and special general meetings.

Treasurer

Handles all monies of the Corporation; is a signing officer.

Is responsible for bookkeeping, preparation and arranging annual audit.

Receives all incoming funds and receipts them.

Advises the Board, committees, chapters, and groups on finances and the state of the budget. May attend committee meetings as fiscally required.

Obtains memberships in associations recommended by the Board.

Prepares a financial report for each meeting of the Board of Directors and for the Annual General Meeting.

Applies for all grants and other funding from outside sources as directed by the Board or Executive Committee.

Newsletter Editor

Is responsible for the production.

Reviews other newsletters for potential articles.

Reviews and edits articles submitted to the newsletter.

Solicits news items and contributions for the newsletter.

Prepares written reports for Board meetings and the AGM.

Fundraising Coordinator

Develop new fundraising projects in consultation with the Board.

Prepares written reports for Board meetings and the AGM.

Lupus Canada Delegate

Acts as liaison between Lupus SK and Lupus Canada.

Relays information from Lupus Canada and reports to the Board and membership.

Prepares a provincial report to Lupus Canada in consultation with the Executive.

Prepares reports for the newsletter.

Upon Board approval, attends the Lupus Canada AGM.

Prepares written reports for Board meetings and the AGM.

Provincial Contact

Monitors provincial phone line.

Keeps an accurate diary of all calls and action taken.

Sends out information packets in response to inquiries.

Prepares written reports for Board meetings and the AGM.

Internet Coordinator

Designs and maintains a website on the internet.

All materials entered on the internet must be approved by the Executive Board or a Board Committee assigned to the internet activities.

Monitors and responds to e-mails.

TASK FORCES

A Task Force is appointed by the Board to study a special topic and prepare a position statement which may be adopted by the Board. It works closely with the Board in the pursuit of its task, and is disbanded when the work is completed.

COMMITTEES

A committee shall be a small group of members of the Society appointed by the Board to carry out specific tasks for the Society.

There are two types of committees:

Standing committees, which are confirmed each year, deal with long-term concerns of the Society.

Special (ad hoc) committees, appointed as necessary, deal with specific (usually short-term) concerns.

Budgets and reports of committees:

Committees must submit project proposals to the Board for prior approval if the Society is to assume financial responsibility for debts incurred by a committee.

Committees must notify the Treasurer of meetings where items relating to finance are involved so that the Treasurer may attend.

The format of minutes of committees should be the same as that used by the Board of Directors.

A written report and/or minutes of committee meetings are to be sent to the President two weeks prior to Board meetings.

Archival material shall be sent to the Secretary when specific projects are complete.

Convenor of Committees:

The member who chairs a committee shall be referred to as the “convenor”.

Are appointed each year by the Board.

Select committee members in consultation with the Board.

Organize and direct the work of the committee.

Presents reports to the President or designate for Board and Annual General Meetings.

On termination of office, transfers records to the incoming convenor.

On termination of the committee, transfer committee records to the Secretary of the Society.

Membership of Committees:

As far as it is practicable, committees shall comprise of people who are either members or friends of the Society.

Liaison:

To facilitate communications, members of the Board will be appointed to act as liaisons with committees whose convenors are not already on the Board.

The Board members shall be responsible for maintaining this liaison.

STANDING COMMITTEES

EXECUTIVE COMMITTEE

Composed of the Executive of the Board of Directors: President, First Vice-President, Second Vice-President, Secretary, Treasurer.

The President shall convene this committee.

All members of the Board of Directors shall be sent an agenda for the meetings of the Executive Committee prior to those meetings, and be notified by phone prior to any emergency meeting.

The minutes of the Executive Committee meetings shall be available by the next meeting of the Board of Directors.

POLICIES AND PROCEDURES

The President shall inform chapters, groups, and committees of new policies and inform the membership in the next issue of the newsletter and on the website.

All procedures and policy statements subsequent to this edition of the Handbook must be dated, and the source given.

BRIEFS

The Board may request a committee to prepare particular topical briefs for final approval of the Board.

Briefs will be presented by a committee appointed by the Board.

BUSINESS EXPENSES FOR Lupus SK BUSINESS

The following expenses for authorized Lupus SK business are covered:

Delegate(s) to Lupus Canada

- a) Costs to be determined by the Executive and Board.

President

- a) Other provincial conferences: attendance approved by the Board as determined by the budget. Receipts required for reimbursement.
- b) Lupus SK Annual Conferences: travel, accommodation, and meals as determined by the budget. Receipts required for reimbursement.

Board and Committee Meetings

- a) Lupus SK pays travel* and accommodation expenses as determined by the approved budget. Receipts required.

*Travel constitutes a rate per kilometer as determined by the Board at least annually.

- b) Meals: charges as determined by the Board and provided in the budget. Receipts required.

No expenses shall be reimbursed unless a signed expense sheet is submitted with receipts.

See Section 3 Item 3.14 of the Constitution for definition of expense responsibility.

PUBLICATIONS

Newsletter

The Saskatchewan Lupine is a means of communication for the Directors and members, disseminating information which concerns members and which may not be available to them elsewhere. The newsletter is also used to inform the membership of annual meetings, agenda and resolutions.

Submissions must be of interest to members of the Society, and be lupus related. Material may be edited for space reasons, for easy reading, or for reasons of racist, sexist or other unnecessary statements. Material printed will not necessarily reflect the opinions of the Society. The final decision on inclusion rests with the Editor, based on the above criteria.

Brochures

Brochures outline information for lupus patients. The Society may contract for brochures to be produced by qualified personnel. They are timely and of interest to as many of the Society's members as possible.

MEETINGS OF THE BOARD OF DIRECTORS

Schedule

Dates and locations of meetings may be set at the Changeover Meeting and publicized in the Lupine. The Board holds meetings at least twice a year.

Agenda

The agenda should be prepared and e-mailed to the Board prior to a meeting.

Minutes

The Society's newsletter will be used to inform the membership of major or important decisions and actions arising from the minutes of the Board.

Copies of minutes of a particular meeting or copies of a specific motion will be made available to members who make a request.

Openness of Meetings

Any member of the Society may attend, observe, and on invitation from the Chair, speak (but not vote) at meetings of the Board, except where any portion of the agenda is accepted by the meeting for discussion "in camera".

Duration of Meetings

Day meetings shall conclude at 5:00 p.m. Extension of any meeting beyond these hours requires a motion.

MOTION FORM

Date: _____ Meeting: _____

Moved by: _____

Seconded by: _____

Motion: _____

Signature of Mover: _____ Seconder: _____

MEMBERSHIP

Policy

Types of memberships are described in the Constitution.

Membership fees are set by the Annual General Meeting, following due notice of motion.

The membership year is Evergreen.

The membership list is maintained by the Second Vice-President and is kept for the exclusive use of the Society.

Membership Procedure

Reminders for membership renewals are sent out with the Newsletter.

Relationships with Other Organizations

The Society shall endeavor to seek out other organizations, institutions, and agencies which share common interests. The Society shall consider co-sponsoring workshops, publications, presentations to government bodies, etc. with other organizations.

The Society shall establish a liaison mechanism to maintain effective communication and cooperation with other organizations.

RESPONSIBILITIES OF CHAPTERS, GROUPS, AND COMMITTEES

The following explanation of responsibilities of Committees, Chapters and Groups in their relationship to the Society's Board is intended to provide reasonable lines of authority and channels of communication:

The Board has final responsibility for expenditures of funds of the Society.

Chapters may plan and hold workshops, provided these are covered by their budgets. However, the Treasurer must be kept informed in writing of all workshops being planned. The Treasurer's report to the Board will include information on all workshops planned, including those organized by Chapters not represented on the Board.

Expenditures by Committees of the Board must be approved by the Board.

The Board must approve communications with government and media on issues regarding policy or demand for action.

Chapters and groups shall conduct and arrange local programs for the direct benefit of members.

Chapters and groups shall set goals and priorities for their activities.

Chapters and groups are responsible for local publicity in conjunction with the Society.

Chapters and groups are responsible for maintaining complete financial records and the annual audit of such records. A copy of the audit is to be forwarded to the Provincial Treasurer for incorporation into the Annual Report.

Chapters and groups submit minutes of all meetings to the Provincial President.

Chapters and groups submit reports on programs and activities to the Newsletter Editor in the month preceding publication.

Chapters and groups submit a 10% levy of their fundraising to Provincial.

The Society keeps a project book to record and evaluate all projects undertaken by chapters and groups, and submit a copy to the Fundraising Coordinator (to be exchanged by chapter and groups).

Chapters and groups forward all unspecified memorial donations to Provincial for use in special projects, research, and scholarships.

TAX RECEIPTS

Official tax-deductible receipts are issued by the Provincial Treasurer.

BANKING ARRANGEMENTS

The fundraiser(s) and volunteers working on behalf of Lupus SK must strictly adhere to the following accounting practices and procedures:

Funds collected by the volunteers must be deposited directly into the official Lupus SK bank account. Under no circumstances should Lupus SK funds be deposited into any other bank account.

All banking arrangements will be undertaken by the Treasurer of Lupus SK with signing authority permitted to only those designated in Section 3 Item 3.8 and approved for the related fiscal year by the Executive Board.

All cheques must be made payable to the Lupus SK Society Inc. At no time are cheques to be made payable to any individual carrying out either paid or volunteer fundraising projects for Lupus SK Society Inc.

Cheques, money orders, or other forms of acceptable payment, excluding cash, are to be mailed to the official address of Lupus SK Society Inc., unless specific alternate arrangements have been approved by the Executive Board.

APPENDIX A

LIST OF LUPUS SK SOCIETY INC. PRESIDENTS

1979-83	Alison Tod
1983-84	Louise Wickett
1984-87	Pat Leece
1987-90	Polly Ann Sereda
1990-91	Kent Ash
1991-92	Brett Balon
1992-93	Vie Haugerud
1993-94	Peter Giesbrecht
1994-95	Lynda Harrington
1995-97	Elaine Burnett
1997-98	Lynda Harrington
1998-99	Alice Risling
1999-2000	Lynn Brown/Vacant
2000-2001	Polly Ann Sereda
2001-2002	Colleen Prosser
2002-2003	Colleen Prosser
2003-2004	Vacant
2004-Present	Lloyd Driedger

APPENDIX B - NOMINATION FORM

NOMINATION FOR THE 20__ - 20__ BOARD OF DIRECTORS

FOR

FIRST VICE-PRESIDENT/PRESIDENT-ELECT

SECRETARY

SECOND VICE-PRESIDENT

NEWSLETTER EDITOR

TREASURER

PROVINCIAL CONTACT

FUNDRAISING COORDINATOR

This is to verify that we, _____ and _____,

being members in good standing of the Lupus SK Society Inc. have placed
_____, in nomination for the position of
_____.

(Signature of 1st nominator)

(Signature of 2nd nominator)

This is to certify that I, _____, being a member in good standing of the Lupus SK Society Inc. have agreed to let my name stand in nomination for the position of _____, and that I have appended to this form biographical information for use in the published list of nominees.

(Signature of nominee)

Send this form to: Lupus SK Society Inc. Nominating Committee
Box 88
Royal University Hospital
103 Hospital Drive
University of Saskatchewan
Saskatoon, SK S7N 0W8

Nominations must be postmarked before October 15th.