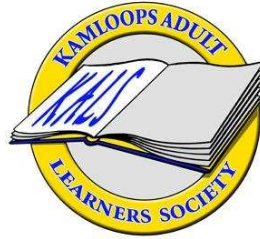


# KAMLOOPS ADULT LEARNERS SOCIETY

Lifelong learning for seniors



## KALS POLICY MANUAL

MAY 2010

**P.O. Box 24038, #70 - 700 Tranquille Road. Kamloops, BC V2B 8R3**  
**Website – [www.kals.ca](http://www.kals.ca) Information line – (250) 819 - 5153**

KALS POLICY MANUAL

May 2010

TABLE OF CONTENTS

|   |        |
|---|--------|
| EXECUTIVE BOARD MEETINGS                    | page 3 |
| INSURANCE                                   | page 3 |
| a) DIRECTORS & OFFICERS LIABILITY INSURANCE | page 3 |
| b) FIELD TRIP INSURANCE                     | page 3 |
| INSURANCE (INFORMATION ONLY)                | page 3 |
| MAILING                                     | page 4 |
| NEWSLETTER                                  | page 4 |
| NSF CHEQUES                                 | page 4 |
| OFFICIAL SPONSOR                            | page 4 |
| PETTY CASH                                  | page 5 |
| REFUNDS                                     | page 5 |
| REIMBURSEMENT                               | page 5 |
| SPECIAL EVENTS COMMITTEE                    | page 5 |

## **EXECUTIVE BOARD MEETINGS**

Executive Board meetings be held every three months: November, February and May. Executive meetings may be called at other times at the President's discretion.

(Executive Board meeting November 9, 2009)

## **INSURANCE**

### **a) DIRECTORS & OFFICERS LIABILITY INSURANCE**

KALS agreed to purchase Directors & Officers insurance coverage from Lombard Insurance at a cost of \$600.00/year for \$1,000,000.00 coverage limit with a \$1,000.00 deductible.

(Board meeting February 15, 2010)

### **b) FIELD TRIP INSURANCE**

KALS agreed to include a rider to our current insurance coverage of \$250 to cover field trip liability.

(Board meeting February 15, 2010)

KALS cannot hire a mini-van for field trips but KALS is covered if we use our own vehicles for any field trip. KALS can charter a bus for a field trip; however, we must ensure the bus company does carry liability insurance and we must check on this and confirm this insurance is in place.

(Board meeting March 15, 2010)

## **INSURANCE (information only)**

The need for Third party liability insurance in case a member is injured due to something caused by the Society, e.g. slipping on spilled coffee by the Society. Landlords carry third party liability which covers a member being injured attributed to a landlord (tripping on a frayed rug, for example). Tenant-landlord – if the Society caused harm to the leased/rented premises (e.g. fire). Approximate costs: \$1,000,000 liability \$650/year; \$2,000,000 liability \$750/year.

(Board meeting October 26, 2005)

To hold courses at Henry Grube Centre, November 2006 KALS paid \$750 to Barton Black Insurance for liability insurance to run from November 2006 to November 2007.

## **THIS INSURANCE WILL PROVIDE COVERAGE IN SCHOOLS, IF CLASSES ARE HELD IN THESE FACILITIES.**

(Board meeting November 20, 2005)

## **MAILING**

- 1) Course Program for September: A mail-out of the covering letter, course program, membership and course registration forms and KALS brochure be mailed by July 30.
- 2) AGM information mail-out: A second mailing of a covering letter, president report, by-laws (if necessary), AGM agenda and list of executive members positions available be mailed by August 21.

(Board meeting July 13, 2009)

## **NEWSLETTER**

It is recommended that KALS send out quarterly newsletters; the next newsletter mail-out to be in mid-March. (Newsletters: March, July, November).

(Board meeting January 11, 2010)

## **NSF CHEQUES**

TD/Canada Trust charges \$35.00 for NSF cheques. The Executive recommends that KALS charge members who write an NSF cheque \$35 fee plus a \$5.00 handling fee for stationary, postage). Members who write an NSF cheque are to be charged a total of \$40. This revision will be printed on all membership and registration forms as well as on the website forms.

(Board meeting April 11, 2008)

## **OFFICIAL SPONSOR**

KALS Official Sponsor for our Society is Bookland. Bookland offers a 15% discount for KALS members.

(Board Meeting October 19, 2009)

## **PETTY CASH**

KALS office is authorized to set up a Petty Cash Fund of \$50 for small purchases: paper, towels, coffee, stamps, miscellaneous small purchases and keep receipts for accounting purposes and to reimburse petty cash fund.

(Board Meeting October 19, 2009)

Committees have approval to spend up to \$50 for expenses without coming to the Board for approval.

(Board meeting October 19, 2009)

## **REFUNDS:**

Refunds are granted prior to the beginning of the course. The Registrar must be notified.

(Board meeting April 12, 2010)

## **REIMBURSEMENT**

The Treasurer is given permission to write expense/reimbursement cheques that have corresponding receipts for amounts under \$100.00 without seeking pre-approval from the executive.

(Board meeting February 20, 2007)

## **SPECIAL EVENTS COMMITTEE**

Role of the Special Events Committee:

- a) Initiate social activities for the membership
- b) Organize all details of the activity: including the activity, venue, costs, format and refreshments, including set up of the event as well as the take down of the format.
- c) Organize a minimum of three activities each year.

(KALS Special Events Committee meeting March 19, 2010)