

SECTION IV

SASKATCHEWAN ELKS FOUNDATION CORPORATION REGULATIONS

4. SASK ELKS FOUNDATION CORP. REGULATIONS

4.1. GENERAL

This Regulation Section is written for the purpose of providing specific information on Sections of the Constitution and By-Laws of the Foundation according to their intent. These regulations have the same force and effect as a by-law and require such resolutions or motions as stipulated in the Constitution and By-Laws of the Foundation, Association and Grand Lodge to make changes, additions or deletions as may be requested.

4.2. MEETINGS

The Foundation Directors shall meet a maximum of 4 times yearly:

1. In October at the Walkathon;
2. At the time of the Association Midterm meeting;
3. At an appropriate time in April (if necessary);
4. In June for the Annual Meeting at the time of the Provincial Conference. **(2007)**

4.3. REMUNERATIONS / EXPENSES

1. The Executive Administrator of the Foundation shall be paid an annual fee for the discharge of the duties. This fee shall be paid on a semi-monthly basis. **(2001)**
2. Travel expenses for the Board of Directors, Executive Administrator and Foundation Committee members shall be paid at the same rate as approved for the Provincial Association.

4.4. FOUNDATION OPERATING PROCEDURES / GUIDELINES

4.4.1. BUDGET

Each year, a budget for the Foundation and its Committees showing such expenditures and receipts as may be expected shall be prepared and submitted to the Annual Meeting of the Foundation for approval or change.

4.4.2. RESERVE FUND

To ensure continuity of the Foundation's Funds, the Foundation shall establish a Reserve Fund equal to its previous year's Expense Budget. This Reserve Fund shall be invested by the Executive Administrator at the best possible insured rate of return.

4.4.3. FUND MANAGEMENT (Revised 2019)

All funds placed in the Saskatchewan Elks Foundation Fund from the Charity Appeal, Walkathon Raffles, Provincial Lottery and 50/50 Raffles will be administered by the Foundation and the funds will be disbursed as follows: **(2015)**

1. Administration charges of not more than 14% will be deducted from the net amount turned over to the Foundation from the Charity Appeal, Walkathon, Provincial Lottery and 50/50 raffles. **(2019)**

2. The Foundation will then return \$4.00 per book of tickets sold in excess of 15 books from the Charity Appeal, Walkathon and 50/50 raffles to each lodge, based on their ticket sales, to be given to a charity of their choice. **(2018)**
3. The net profit will be decided by taking the gross ticket sales minus the expenses. (Administration, Prizes, Tickets, Posters, etc.) **(2001)**
4. The remaining net funds from the Charity Appeal will be divided between the Saskatchewan Elks Foundation and the Elks & Royal Purple Fund for Children. **(2001)**
5. The remaining net funds from the Walkathon will be forwarded to the Elks & Royal Purple Fund for Children to be earmarked for the Saskatchewan Pediatric Auditory Rehabilitation Centre (S.P.A.R.C.) Program. **(2001)**
6. Deleted **(2014)**
7. The money received from the Sask. Lotteries minus not more than 14% administration will be divided between the Sask. Elks Foundation and the Elks & Royal Purple Fund for Children. **(2001)**
8. For a lodge to have a return from the Charity Appeal, Walk-a-Thon, or 50/50, they must sell 15 full books of tickets per event. If less than 15 full books of tickets are sold by an individual lodge, the cash amount for each book they sold will be donated to the Saskatchewan Elks Foundation and the lodge will receive credit for that amount. **(2018)**
9. The Sask. Elks Foundation Corp. will contribute to SPARC commencing in 2010, \$5,000.00 per year for 10 years, to the proposed Universal Newborn Hearing Screening Program, located at the Royal University Hospital/Children's Hospital. **(2009)**

4.4.4. TAXABLE RECEIPTS

On monies received where a taxable receipt is issued, 80% of it is to be disbursed to charitable endeavors in the year following their receipt.

4.4.5. OTHER REGISTERED CHARITIES

On monies received, no more than 50% of it can be disbursed to another registered charity.

4.4.6. FUND INVESTMENTS

Funds not required for daily operation of the Foundation are to be invested in the best interest bearing account available until such funds are required. All investments are to be approved by the Chairman and Executive Administrator.

4.5. APPLICATION FOR FUNDS

1. Application for funds from the Foundation shall be made through Member Lodges. **(2015)**
2. Requests for funds for Saskatchewan Elks Association Sponsored programs shall be made in writing direct to the Foundation.
3. Before a request can be considered, an application form obtained from the Executive-Administrator must be completed and signed by two (2) officers of the requesting Lodge. The Foundation may waive this depending on the circumstances.
4. Requests for funding will only be considered at a meeting of the Foundation Directors or by the Investigating Committee. Completed applications must be in the hands of the Executive Administrator prior to the meeting if they are to be considered at that meeting.
5. Emergency requests will be forwarded to the Investigating Committee of the Foundation and will be considered at that time.

6. Personal Assistance Grants shall not exceed \$3,000 in any one case of the fiscal year of the Foundation. **(2006)**
7. Capital Assistance requests over the sum of \$5,000 can only be dealt with and approved by the membership at the Annual Meeting of the Foundation in June of each year. (On No-Cost Projects, refer to that section) **(2017)**
8. Lodges requesting assistance must be prepared to put up a minimum of 10% in addition to the monies being requested of the foundation. Where special circumstances exist, this percentage may be waived.
9. Grants for Capital Assistance on specific projects will be considered only once in any three (3) year fiscal period. **(2017)**
10. Under Capital Assistance, operating costs of a project shall not be considered. **(2017)**
11. The financial commitment and involvement of 10% of the sponsoring body shall be stated on the application form and could be waived by the Foundation investigating committee.
12. The Foundation will not become involved in supporting other service organizations or non-profit groups unless it receives suitable recognition for its contributions.
13. Equipment such as computers, wheelchairs, breathing apparatus, etc., will be purchased by the Foundation for an individual or organization. When this equipment is no longer required by that person, the Foundation expects the equipment to be donated to another individual or organization, such as a local hospital or nursing home, which could use the equipment.
14. The sponsoring Lodge shall inform the applicant of the decision of the Foundation in regards to the application request.

4.6. JOINT VENTURES

1. Where there are joint Elks/Royal Purple Elks and other organization's ventures involved in raising funds for an individual (i.e.: medical-heart transplant, kidney, etc.), or some other disaster and the Lodges would like the Foundation to participate in the issuing of tax receipts on individual donations, a Lodge must first receive approval of the Foundation. **(2015)**
2. If approval were granted, the local Lodge would issue temporary receipts to donors. It would then submit to the Foundation the list of donors and their addresses along with the funds donated. The Foundation in turn would then issue tax receipts to the individuals and send a cheque of the donated funds to the sponsoring group.
3. The local sponsoring group would be responsible for handling those funds not requiring tax receipts.

4.7. FOUNDATION COMMITTEES

The following are the Committees that fall under the jurisdiction of the Foundation:

1. Sask. Elks Senior Citizens Homes
2. Sask. Elks Charity Appeal **(Suspended 2019)**
3. Sask. Elks Walk-a-thon **(Revised 2019)**
4. Sask. Elks Addictions Awareness **(Suspended 2018)**
5. Other Association Charities as added to
6. Memorial Tablet

4.7.1. BUDGETS

All Foundation Committees are required to prepare and submit an annual budget to the Board of Directors for their consideration. The Directors shall make their overall Budget Recommendations to the Delegates at the Annual Meeting of the Foundation.

4.7.2. RECEIPTS & EXPENSES:

Except for the Senior Citizens Homes, all Committee receipts are to be deposited with the Foundation and all expenses are to be paid out of the Foundation Account. Where necessary, arrangements may be made to have a "petty cash" account to cover incidental expenses. Because of legal requirements and auditing, the Senior Citizens Homes shall operate a separate bank account.

4.7.3. FINANCIAL STATEMENTS:

The Executive Administrator of the Foundation shall prepare Financial Statements of the Foundation including its Committees as often as required by the Board of Directors. An audited statement including the Sask. Elks Senior Citizens Homes shall be prepared once each year to be submitted to the Annual Meeting of the Foundation for approval.

4.7.4. OPERATING PROCEDURES & GUIDELINES:

All Committees under the Foundation are required to review Operating procedures and Guidelines for their Committee. They shall submit recommendations to the Board of Directors of the Foundation for consideration from which it will be presented to the Annual Meeting for approval by the membership. (2009)

If a committee Chairperson of the Foundation does not attend the Directors meeting, a written report is to be sent in to the Saskatchewan Elks Provincial Office prior to the meeting for presentation by the Executive Administrator.

4.7.5. EVENT HOSTING:

All Provincial Fundraising Committees must follow a standard procedure of using a standard bid form to bid on hosting any of these functions. The timing and handling of the bid shall be covered in the operating procedures of the Committee.

4.7.6. COMMITTEE APPOINTMENTS:

All appointments to Committees other than the Sask. Elks Senior Citizens Homes shall be made by the Provincial President in consultation with the Chairperson of the Foundation and approval of the Provincial Executive. The Senior Citizens Homes Committee is selected by election as covered in their Operating Procedures.

4.8. DIRECTOR DUTIES

Individual Directors shall be assigned to the following Foundation Committees:

1. Advertising/Promotion
2. Investigation
3. Forward Planning

4.9. DONATIONS

4.9.1. LODGE NO COST PROJECTS

The Lodges may invest funds with the Foundation until such time as they require them for their community projects. The minimum amount of investment will be \$500.00. The fees charged shall be: 1) If the funds are withdrawn in less than one year, the Foundation retains 5% of the interest and principal. 2) Where funds are left for more than one year, the Foundation retains 50% of the earned interest.

4.9.2. CAPITAL ASSISTANCE

Capital Assistance request form must be made out when requesting some or all of the funds. **SUSPENDED – (2006)**

4.9.3. RECOGNITION

1. The Foundation will suitably recognise those individuals who donate \$100 or more direct to the Foundation and not earmarked to a project, Lodges that donate \$500 or more, and Businesses that donate \$250 or more. **(2015)**

Individuals and businesses that wish to donate funds directly to SPARC through the Foundation, that the Foundation as a supporter of SPARC, accept the funds and provide the recognition and the issuing of necessary receipts. **(1995)**

2. When a donation is received by the Saskatchewan Elks Foundation in Memory of someone Deceased, a Letter of Thanks from the Foundation shall be sent to the Donor with a copy to the family of the Deceased. **(2012)**

4.9.4. MEMORIAL TABLET

1. This tablet program has been designed to give the Foundation an Opportunity to receive tax deductible funds for the operation of the Foundation in its support programs and projects that do not receive financial assistance from the Elks and Royal Purple Fund For Children, or require financial assistance beyond the scope of the fund. It is the opportunity for non-members of the Orders to make a donation in memory of Elks and/or Royal Purple members.
2. This fund is not to conflict with the Elks & Royal Purple Fund for Children which will continue to receive financial support from the Saskatchewan Elks Association and the Foundation.
3. The tablet will remain on display at a location decided upon by the Board of Directors, but will be displayed at the annual Conference, and other special events chosen by the Board.
4. This tablet created in stone will be an everlasting memorial to those who have selected to appear on the silver coloured plates where their name has been engraved.
5. Anyone who makes a donation to the Foundation in the amount of One Hundred Dollars (\$100.00) can select a name to be attached. Further donations in units of One Hundred Dollars (\$100.00) can be made in the name of the same person.
6. Any member can make a donation to the Fund in memory of any person or family member they wish and they do not need to be a member of the Order. **(2015)**
7. A record of memorial contributions will be entered in a “Book of Memory”, indicating the name of the contributor, the person remembered, and the date of the contribution. These records will also be recorded in the computer records of the Foundation, and published at least once a year in the annual report. If a donor makes more than one

contribution, it will be recorded at the date it is made, but only the original plate will be attached.

4.10. CASH CASINOS

4.10.1. POLICY

Cash Casinos are prohibited at any Provincial function of the Saskatchewan Elks Association and Saskatchewan Elks Foundation Corp. as stated in the Grand Lodge Constitution. **(1998)**