



Silver Star Property Owners Association

POLICY MANUAL

Resolution 01/090225: That the Executive of the SSPOA adopt a Policy Manual to give direction on operational matters where the Bylaws of the Society are lacking. That this Manual include topics such as; Director Responsibilities, Meeting Attendance for Directors, Appointment to Positions, the formation and oversight of Sub-Committees, Letter writing, Conduct of Directors, Resignation from the Committee, and is amendable from time to time at the discretion of the Executive.

Where this manual conflicts with the Constitution or the Bylaws of the Society the Constitution and Bylaws take precedence. Portions of this manual that are directly copied from the Constitution or Bylaws are not amendable and are marked in italics.

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1. Definitions

- 1.1 AGM ... Annual General Meeting, a meeting called once per year open to all Members. This meeting will deal with regular items and special items. Regular items are; Adoption of Minutes, Financial Statements and Budget Approval, Nominations and Elections. Special Items are anything else.
- 1.2 Annual Dues ... a sum of money, in Canadian currency, the amount of which is set by the Membership as a whole, on an annual basis. Any monies collected by the Treasurer from Members will be used solely for the purposes of running the Societies day-to-day business.
- 1.3 Chair Person (Chair) ... a member of the Executive, usually the President, duly accepted by a majority of that committee to preside over the assembly to maintain order. The Chair has one vote as all other members and not a tie-breaking vote. Should voting reach a tie then the Motion Fails.
- 1.4 EGM ... Extraordinary General Meeting, a meeting of the entire Membership called to deal with special subjects.
- 1.5 Executive Committee ... those Members in Good Standing either Elected by the Membership as a whole or Appointed by those Directors elected, to undertake the day to day business of the Society.
- 1.6 He/She ... these words are interchangeable one meaning either in singular or plural. No gender is implied by use of the word 'He' or 'She' in the text of this document.
- 1.7 Member/Member in Good Standing ... any person who owns a property or business on or in the Resort of Silver Star who is not in arrears of their annual dues.
- 1.8 Notice ... a notice to the Membership of such items as an AGM or EGM shall be either in Electronic or other form as the Executive Committee feels appropriate. Any Notice shall be sent not less than fourteen (14) calendar days prior to the date of any meeting or event.
- 1.9 SSPOA ... Silver Star Property Owners Association, a Society registered under the British Columbia Society Act. The word Society, and Association, in the following text, refers to the SSPOA.
- 1.10 Voting ... Voting by the Membership at an AGM or EGM can be a simple show of hands or via secret ballot as decided by the Chair.

2. Election of Executive

- 2.1 Once a year nominations for vacant positions on the Executive Committee will be called for in a Notice to the Membership published at least 14 days prior to the AGM and once again at the AGM. The Secretary will accept nominations and a Vote shall take place at the AGM if required.
- 2.2 Any Member in good standing can accept a nomination for a specific position on the Executive or any position in general.
- 2.3 The Executive Committee shall have at least a President, Secretary and a Treasurer. The maximum number of Executive committee positions is Nine (9).

3. Appointment to Positions

- 3.1 Once a Member in Good Standing has been duly elected to the Executive, the President after due consideration and consultation with the rest of the Executive can request that Member take on the responsibilities of a specific position. i.e. Secretary or Treasurer.
- 3.2 Should the position of President be vacant, that position shall be filled from the Executive by an election of one of the Executive Committee Members.

4. Executive Committee Duties

- 4.1 President ... to Chair all meetings of the Association, although he may delegate that authority to any Member in Good Standing, should he feel it necessary. To represent the SSPOA at all meetings outside of the Society and to speak for the Membership to the Press when necessary.
- 4.2 Vice-President ... to support the President and to take on the Presidential duties when the President is unavailable.
- 4.3 Secretary ... to attend all meetings and take Minutes of those meetings. To keep safe the records of the Association.
- 4.4 Treasurer ... to attend all meetings and keep track of the Societies finances and to report such on a regular basis to the Executive and to the Membership as a whole once per year at the AGM. To keep safe the financial records of the Association.
- 4.5 Director ... to attend all Executive meetings and perform such tasks as requested by the President to enhance the Society.
- 4.6 Immediate Past President ... to assist any New President in taking office. To perform duties as a Director.
- 4.7 All Directors, no matter their position on the Executive Committee, shall maintain conduct that is beyond reproach and will not bring the SSPOA into bad repute.

5. Meetings and Attendance

- 5.1 Meetings of the Executive will be held on a monthly basis. At the discretion of the President a meeting may be cancelled. Meeting should not be cancelled in any two consecutive months.
- 5.2 Attendance of all meetings is mandatory by all Directors unless that Member has good cause to be absent. Should an Executive Member miss three consecutive meetings without good cause his position on the committee will become open and advertised to the entire Membership. Any Director who may not be available for a meeting or series of meetings should report to the President his unavailability as soon as possible prior to the meeting date.
- 5.3 Meetings shall be conducted in accordance with Roberts Rules of Order.

6. Meeting Dates and Timing

- 6.1 The Executive shall decide meeting dates and times that provide for the maximum attendance of all concerned.
- 6.2

7. Sub-committee Make-up and Reporting

- 7.1 From time to time a Sub-committee shall be appointed to deal with issues outside the Executive. This Committee shall be appointed by the Executive and at least one Executive Director shall be on said Committee. The Sub-committee as a whole shall decide, at its first meeting, who shall Chair that and subsequent meetings. The appointed Director may or may not be elected to the Chair of the Sub-committee.
- 7.2 The Sub-committee shall report to the Director delegated to that committee who in turn shall report to the Executive as a whole.

8. Letter Writing

- 8.1 From time to time at the direction of the Executive a letter or letters may be required to be written to various agencies outside the Society.
- 8.2 The Executive may task any Member in Good Standing to write a draft of any letter deemed necessary. Such Draft will then be read and edited by the entire Executive before a final copy has been decided on.
- 8.3 The President or Vice-President shall sign all letters on behalf of the Society.
- 8.4 No letter to any outside agency shall be sent or delivered either by post or electronically without the consent and approval of at least half of the Executive Committee.

9. Communications with Agencies Outside the Society

- 9.1 All communications in any form with any Agency outside the Society shall be done by the President or, at his discretion, any Member appointed by the President, with approval from at least half of the Executive Committee.

10. Annual dues

10. Annual Dues shall be suggested by the Executive and approved by the Membership at the AGM.
- 10.1 Dues shall be payable from the first of each calendar year.
- 1.11 Any person or Business who has not paid their annual dues by the end of March shall be removed from the Membership role till the dues are paid.
- 1.12 Any person or business that is in arrears will be given Notice at least twice before they are removed from the Membership Role.