

Invasive Species Council of Metro Vancouver

Manual of Policies and Procedures

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Constitution

1. The name of the society is “**INVASIVE SPECIES COUNCIL OF METRO VANCOUVER SOCIETY**” (the “Society”).
2. The purposes of the Society are:
 - a) to collaborate with stakeholders on regional invasive species management programs and initiatives,
 - b) to increase awareness of the need to manage invasive species in the region,
 - c) to encourage the use of relevant science in the management of invasive species,
 - d) to support efforts of stakeholders in the management of invasive species,
 - e) to provide information to decision makers to help emphasize the need to manage invasive species,
 - f) to collect, compile and disseminate information regarding the management and control of invasive species,
 - g) to undertake education and outreach activities that compliment other initiatives dealing with invasive species management,
 - h) to undertake invasive species management, research and operational activities (dependent on funding and capacity),
 - i) to collaborate with the Invasive Species Council of British Columbia and the other regional invasive species committees in the province and
 - j) to engage in other activities which support the purposes of the Society.”
3. The Society shall be carried on solely for charitable purposes and not for profit or gain and its assets shall be used only for charitable purposes.
4. In the event of dissolution or winding up of the Society, all its remaining assets after the payment of its liabilities shall be distributed to one or more qualified donees as defined under the federal Income Tax Act or registered charitable organizations in Canada.
5. Paragraphs 3, 4 and 5 of this Constitution are unalterable.

Bylaws

Here set forth, in numbered clauses, are the Bylaws of the INVASIVE SPECIES COUNCIL OF METRO VANCOUVER SOCIETY providing for the matters referred to in Section 6(1) of the *Society Act* and any other Bylaws.

PART 1 INTERPRETATION

- 1.1 In these Bylaws, unless the context otherwise requires:
 - a) “directors” means the directors of the Society for the time being;
 - b) “*Society Act*” means the *Society Act* of the Province of British Columbia from time to time in force and all amendments to it;
 - c) “registered address” of a member means his address as recorded in the register of members;
- 1.2 The definitions in the Society Act on the date these bylaws become effective apply to these bylaws.
- 1.3 Words importing the singular include the plural and vice versa, and words importing a male person include a female person and a corporation.

PART 2 MEMBERSHIP

- 2.1 The members of the society are the applicants for incorporation of the Society and those persons who subsequently become members, in accordance with these bylaws and, in either case, have not ceased to be members.
- 2.2 A person may apply to the directors for membership in the society and on acceptance by the directors or their designate, become a member.
- 2.3 Every member must uphold the constitution and comply with these bylaws.
- 2.4 The directors shall determine the membership dues, if any.
- 2.5 A person shall cease to be a member of the Society
 - (i) by delivering his resignation in writing to the Secretary of the Society or by mailing or delivering it to the address of the Society.
 - (ii) On his or her death or, in the case of a corporation, on dissolution.
 - (iii) On being expelled or
 - (iv) On having been a member not in good standing for a period of 60 days.
- 2.6 A member may be expelled by a special resolution of the members passed at a general meeting.
- 2.7 The notice of special resolution for expulsion shall be accompanied by a brief statement of the reason or reasons for the proposed expulsion.
- 2.8 The person who is the subject of the proposed resolution for expulsion shall be given an opportunity to be heard at the general meeting before the special resolution is put to a vote.
- 2.9 All members are in good standing except a member who has failed to pay his current annual membership fee or other subscription or debt due and owing by him to the Society.

PART 3
MEETING OF MEMBERS

- 3.1 General meetings of the Society must be held at the time and place, in accordance with the Society Act, that the directors decide.
- 3.2 Every general meeting, other than an annual general meeting, is an extraordinary general meeting.
- 3.3 The directors may, when they think fit, convene an extraordinary general meeting.
- 3.4 Notice of a general meeting must specify the place, day and hour of the meeting, and, in the case of special business, the general nature of that business.
- 3.5 The accidental omission to give notice of a meeting to, or the non-receipt of a notice by, any of the members entitled to receive notice does not invalidate proceedings at that meeting.
- 3.6 The first annual general meeting must be held not more than 15 months after the date of incorporation and after that an annual general meeting must be held at least once in every calendar year and not more than 15 months after holding the last preceding annual general meeting.

PART 4
PROCEEDINGS AT GENERAL MEETINGS

- 4.1 Special business is
 - a) all business at an extraordinary general meeting except the adoption of rules of order and
 - b) all business conducted at an annual general meeting, except the following:
 - (i) the adoption of the rules of order;
 - (ii) the consideration of the financial statements;
 - (iii) the report of the directors;
 - (iv) the report of the auditor, if any;
 - (v) the election of directors;
 - (vi) the appointment of the auditor, if required;
 - (vii) the other business that, under these bylaws, ought to be conducted at an annual general meeting or the business that is brought under the consideration by the report of the directors issued with the notice convening the meeting.
 - c) Business, other than the election of a chair and the adjournment or termination of the meeting, must not be conducted at a general meeting at a time when a quorum is not present.
 - d) If at any time during a general meeting there ceases to be a quorum present, business then in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated.
 - e) A quorum is three members present or a greater number that the members may determine at a general meeting.
 - f) If within 30 minutes from the time appointed for a general meeting a quorum is not present, the meeting, if convened on the requisition of the members, must be terminated, but in any other case, it must stand adjourned to the same day in the next week, at the same time and place, and if, at the adjourned meeting, a quorum is not present

- within 30 minutes from the time appointed for the meeting, the members present constitute a quorum.
- g) Subject to bylaw 4.5, the president of the society, the vice president or, in the absence of both, one of the other directors present, must preside as chair of a general meeting.
 - h) If at a general meeting:
 - i) there is no president, vice president or other director present within 15 minutes after the time appointed for the meeting or
 - ii) the president and all other directors present are unwilling to act as the chair, the members present must choose one of their number to be the chair.
 - i) A general meeting may be adjourned from time to time and from place to place, but business must not be conducted at an adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
 - j) When a meeting is adjourned for 10 days or more, notice of the adjourned meeting must be given as in the case of the original meeting.
 - k) Except as provided in this bylaw, it is not necessary to give notice of an adjournment or of the business to be conducted at an adjourned general meeting.
 - l) A resolution proposed at a meeting need not be seconded, and the chair of a meeting may move or propose a resolution.
 - m) In the case of a tie vote, the chair does not have a casting or second vote in addition to the vote to which he or she may be entitled as a member, and the proposed resolution does not pass.
 - n) A member in good standing present at a meeting of members is entitled to one vote.
 - o) Voting is by show of hands, unless the members decide otherwise.
 - p) Voting by proxy is not permitted.
 - q) A corporate member may vote by its authorized representative, who is entitled to speak and vote, and in all other respects exercise the rights of a member, and that representative must be considered as a member for all purposes with respect to a meeting of the Society.

PART 5 DIRECTORS AND OFFICERS

- 5.1 The directors may exercise all the powers and do all the acts and things that the society may exercise and do, and that are not by these bylaws or by statute or otherwise lawfully directed or required to be exercised or done by the society in a general meeting, but subject, nevertheless, to:
 - a) all laws affecting the society
 - b) these bylaws and
 - c) rules, not being inconsistent with these bylaws, that are made from time to time by the society in a general meeting.
- 5.2 A rule made by the society in a general meeting, does not invalidate a prior act of the directors that would have been valid if that rule had not been made.
- 5.3 The president, vice president, secretary, treasurer and one or more appointed upon incorporation or as determined by the members are the directors of the society.

- 5.4 The number of directors must be five or a greater number determined from time to time at a general meeting.
- 5.5 The directors must retire from office at the end of their term when their successors are elected.
- 5.6 A director shall be elected at the annual general meeting for one term, the length of which will be determined by the members at the annual general meeting.
- 5.7 An officer must be a director and ceases to be an officer when he ceases to be a director.
- 5.8 Officers shall be elected at annual meetings.
- 5.9 Election procedures at the annual general meeting shall be determined by the members present.
- 5.10 Upon election, officers shall serve for one officer term.
- 5.11 The directors may, at any time, appoint a member as director to fill a vacancy in the directors.
- 5.12 The directors may, at any time, appoint a director to fill any officer vacancy.
- 5.13 A director so appointed holds office until the next annual general meeting.
- 5.14 No act or proceeding of the directors is invalid only by reason of there being less than the prescribed number of directors in office.
- 5.15 The members may, by special resolution, remove a director before the expiration of his office and may elect a successor to serve to the next annual meeting.
- 5.16 A director must not be remunerated for being or acting as a director, but a director may be reimbursed for all expenses necessarily and reasonably incurred by the director while engaged in the affairs of the society.

PART 6 PROCEEDINGS OF DIRECTORS

- 6.1 The directors may meet at the places they think fit to conduct business, adjourn and otherwise regulate their meetings and proceedings as they see fit.
- 6.2 The directors may, from time to time, set the quorum necessary to conduct business. Unless so set, the quorum is a majority of directors then in office. Directors participating by telephone or telephone conference shall be considered part of the quorum.
- 6.3 The president shall be chair of all meetings of the directors unless the directors decide otherwise.
- 6.4 A director may, at any time, and the secretary – on the request of a director – shall convene a meeting of the directors.
- 6.5 The directors may delegate any, but not all, of their powers to committees consisting of such persons as they think fit and may name the committee.
- 6.6 A committee so formed in the exercise of the powers so delegated shall conform to any rules that may from time to time be imposed on it by the directors and shall report every act of things done in exercise of those powers to the directors.
- 6.7 Subject to discussions of the directors, the committee shall determine its own procedure.
- 6.8 The members of a committee may meet and adjourn as they think proper.
- 6.9 A director who may be absent temporarily from British Columbia may send or deliver to the address of the society a waiver of notice, which may be by letter, email or fax, of any meeting of the directors and may, at any time, withdraw the waiver and until the waiver is withdrawn:
 - a) no notice of meetings of directors shall be sent to that director, and
 - b) any and all meetings of the directors of the society, notice of which has not been given to that director, shall, if a quorum of the directors is present, be valid and effective.

- 6.10 Questions arising at any meeting of the directors and committee of directors shall be decided by a majority of votes.
- 6.11 In case of a tie vote, the chair does not have a second or casting vote.
- 6.12 A resolution proposed at a meeting of directors or committee of directors need not be seconded and the chair of a meeting may move or propose a resolution.
- 6.13 A resolution in writing, signed by all the directors and placed within the minutes of the directors, is as valid and effective as if regularly passed at a meeting of directors.

PART 7 DUTIES OF OFFICERS

- 7.1 The president presides at all meetings of the society and the directors.
- 7.2 The president is the chief executive officer of the society.
- 7.3 The vice-president must carry out the duties of the president during the president's absence.
- 7.4 The secretary must do the following:
 - a) conduct the correspondence of the society
 - b) issue notices of meetings of the society and directors
 - c) keep minutes of all meetings of the society and directors
 - d) have custody of all records and documents of the society except those required to be kept by the treasurer
 - e) have custody of the common seal of the society
 - f) maintain the register of member
- 7.5 The treasurer must do the following:
 - a) keep such financial records, including books of account, as are necessary to comply with the Society Act and,
 - b) render financial statements to the directors, members and others when required.
- 7.6 The offices of secretary and treasurer may be held by one person who is to be known as the secretary/treasurer.
- 7.7 In the absence of the secretary from a meeting, the directors must appoint another person to act as secretary at the meeting.
- 7.8 A member of the directors must:
 - a) act honestly and in good faith and in the best interests of the society and
 - b) exercise the care, diligence and skill of a reasonable and prudent person in exercising power and performing functions as a member of the directors.
- 7.9 A member of the directors who is directly or indirectly interested in a proposed contract or transaction with the society must disclose fully and promptly the nature and extent of his/her interest to each member of the directors and otherwise comply with the requirements of the Society Act.

PART 8 SEAL

- 8.1 The directors may provide a common seal for the society and they shall have the power from time to time to destroy it and substitute a new seal in place of the seal destroyed.
- 8.2 The common seal shall be affixed only when authorized by a resolution of the directors and then only in the presence of the persons prescribed in the resolution or if no persons are prescribed in the presence of the president and secretary or the president and the secretary/treasurer.

PART 9 BORROWING

- 9.1 In order to carry out the purposes of the society, the directors may, on behalf of and in the name of the society, raise or secure payment or repayment of money in such manner as they decide and, in particular, but without the limiting of generality of the foregoing, by the issue of debentures.
- 9.2 No debenture shall be issued without the sanction of a special resolution.
- 9.3 The members may, by special resolution, restrict the borrowing powers of the directors but a restriction so imposed expires at the next annual general meeting.

PART 10 AUDITOR

- 10.1 This part applies only if the society is required or has resolved to have an auditor.
- 10.2 The first auditor must be appointed by the directors who must also fill all vacancies occurring in the office of auditor.
- 10.3 At each annual general meeting, the society must appoint an auditor to hold office until the auditor is re-elected or a successor is elected at the next annual general meeting.
- 10.4 An auditor may be removed by ordinary resolution.
- 10.5 An auditor must be promptly informed in writing of the auditor's appointment or removal.
- 10.6 A director or employee of the society must not be its auditor.
- 10.7 The auditor may attend general meetings.

PART 11 NOTICES TO MEMBERS

- 11.1 A notice may be given to a member, either personally, by mail to the member at the member's registered address or by email at the member's registered email address.
- 11.2 A notice sent by mail is deemed to have been given on the second day following the day on which the notice is posted, and in proving that the notice has been given, it is sufficient to prove the notice was properly addressed and put in a Canadian post office receptacle.
- 11.3 Notice of a general meeting must be given to:
 - a) every member shown on the register of members on the day notice is given and
 - b) the auditor, if part 10 applies.
- 11.4 No other person is entitled to receive a notice of a general meeting.

PART 12 BYLAWS

- 12.1 On being admitted to membership, each member is entitled to, and the society must give the member without charge, a copy of the constitution and bylaws of the society.
- 12.2 These bylaws must not be altered or added to except by special resolution.

Policies and Procedures for Members of the Board of Directors

The Invasive Species Council of Metro Vancouver needs the participation of key people to guide its direction, policy and procedures. This section describes the ISCMV Policy and Procedures for Contractors, Members of the Board of Directors and Committees.

POLICIES CONCERNING MEMBERS OF THE BOARD OF DIRECTORS

The Constitution of ISCMV and its By-Laws provide the primary directions and responsibilities for members of the Board of Directors.

The Board of Directors provides executive direction to the Society. Members of the Board of Directors serve as volunteers.

Should any matter involving the ISCMV provide a potential conflict of interest for any Members of the Board of Directors he/she must identify the situation to other members and follow appropriate procedures.

As a non-profit organization “any funds or profits must be used only for purposes of the society itself and cannot be distributed to a member of a society without the member giving appropriate compensation to the society first”

(<http://www.fin.gov.bc.ca/registries/corppg/crsocieties.htm>). Members of the Board of Directors will comply with this rule themselves and in their relationships with its various members and committees.

The Procedures described below provide specific guidelines. The interpretation of Procedures is the responsibility of the ISCMV Coordinator or Treasurer. The interpretation of Policies is the responsibility of the ISCMV Treasurer, Chair or Board of Directors.

PROCEDURES FOR MEMBERS OF THE BOARD OF DIRECTORS

Members of the Board of Directors normally serve for two years. They may serve for more than one term. They are encouraged to nominate replacements for themselves during the last six months of their service.

Members of the Board of Directors are expected to attend Directors’ meetings when possible. Meetings are usually held quarterly. Participation via conference call is often possible.

The Treasurer and two other members of the Board of Directors will be signing officers for the ISCMV bank accounts. The Coordinator can also be a signing officer of the bank account. Checks will require at least two signatures.

All Officers will be members of the BoD.

Members are volunteers and provide their time to the Board of Directors without financial or material compensation. Members' voluntary contribution to the society might include participation in Board meetings, Spring/Fall forums and tours; participation in e-mail discussion and decision-making; and volunteering expertise and/or time as requested for particular projects.

Members can be reimbursed for out-of-pocket mileage, parking and meal expenses involved in attending Board and Committee meetings by following the steps described in the *Policies and Procedures for Reimbursing Out-of-Pocket Expenses*. If unusual expenses are involved in attending meetings (for example taxi, plane or car rental expenses) those expenses should be approved in advance by the Chair or Treasurer.

A member of the Board of Directors who is, directly or indirectly, interested in a proposed contract with the society must disclose fully and promptly the nature and extent of the interest to the other directors (BC Society Act, Part 3, Sections 27-29). If a Director, the individual will step down from the Board of Directors for the duration of the contract development, delivery and assessment. This individual may serve on a Committee but will not be present or participate in discussions related to the contract of interest. The process for awarding contracts will be fair and transparent. Preference will not be shown to members of the Board of Directors.

Administrative

Policies and Procedures for Committees and Subcommittees

The Invasive Species Council of Metro Vancouver Board of Directors and employees need support to carry out their work. This section describes the ISCMV Policy and Procedures for Committees and Subcommittees.

POLICIES CONCERNING COMMITTEES AND SUBCOMMITTEES

Committees will provide the organizational means to explore ideas and provide direction to the major activities of the organization.

The Communications Committee will provide oversight for educational, outreach and communications activities. A member of the organization will be the Chair of the Communications Committee.

The Technical Committee will provide oversight for scientific and management activities. A member of the organization will be the Chair of the Technical Committee.

The Coordinator will participate in all Committees. At least one Director must participate on all Committees.

A subcommittee (or working group) can be organized for any short term or specific topic for which a special group of people is deemed useful. The subcommittee will report to the Committee that set it up.

The Procedures described below provide specific guidelines. The interpretation of Procedures is the responsibility of the ISCMV Coordinator or Treasurer. The interpretation of Policies is the responsibility of the ISCMV Treasurer, Chair or Board of Directors.

PROCEDURES FOR COMMITTEES AND SUBCOMMITTEES

Each committee will establish its own priorities, schedule and tasks. Committees will interact with the Treasurer and the Coordinator to match its tasks with the organization's workplan.

All committees report quarterly and/or prior to Board meetings to the Board of Directors, describing their activities in the previous quarter and the extent to which their work and expenses compare to their work plan and estimated budgets.

Each committee will establish its own quorum of no less than three committee members.

Policies and Procedures for Confidentiality and Records

The ISCMV will collect, use, disclose and secure personal information according to the BC *Personal Information Protection Act* and *Freedom of Information and Protection of Privacy Act* (<http://www.oipc.bc.ca/>). The ISCMV may collect, use or disclose personal information for the purpose of sharing information according to our mandate.

As the Coordinator is responsible for maintaining the ISCMV distribution & membership lists and paper & digital files, he/she is responsible for protecting personal information by taking appropriate security measures. Any requests for access or corrections to personal information should be referred to the Coordinator.

Policies and Procedures for Transparency and Potential Conflict of Interest

Any potential employee or contractor having a potential conflict of interest should identify such circumstances to the Board of Director, Treasurer or the Contract Manager. Any current or former member of the Board of Directors involved in a potential contract should identify such circumstances to the Contract Manager. Board members will follow potential conflict of interest procedures identified in the *Policy and Procedures for Board of Directors* section.

Policies and Procedures for Hiring Employees

The Invasive Species Council of Metro Vancouver needs to engage ongoing or temporary professional assistance to complete its tasks. We will need to engage different people under different conditions. The Coordinator is the central service provider for the organization and may be complemented by other technical and support contractors as needed. This section describes the ISCMV Policy and Procedures for acquiring these employees.

POLICIES CONCERNING EMPLOYEES

The ISCMV needs a Coordinator to carry out a variety of services on a continuing basis. The Coordinator is needed on a contract basis and must provide his/her own place of work, computer and office equipment, vehicle and other major tools of work and will set his/her own hours within which to carry out ISCMV tasks. The Coordinator will be an employee of the organization. The ISCMV may also need to hire other employees to meet contractual or other obligations.

The Treasurer verifies each year that funds are available to cover the costs of hiring employees. ISCMV will comply with all federal and provincial rules and regulations concerning employees.

The Procedures described below provide specific guidelines. The interpretation of Procedures is the responsibility of the ISCMV Coordinator or Treasurer. The interpretation of Policies is the responsibility of the ISCMV Treasurer, Chair or Board of Directors.

PROCEDURES FOR HIRING THE COORDINATOR

The Board of Directors will strike a committee to carry out the hiring of the Coordinator. This Committee will create and/or edit the current Coordinator job description and post it on the regional invasive Species listserve and/or in another appropriately public manner for no less than two weeks prior to selection. The Committee will decide on a timeline, application criteria, and exact procedures for reviewing applications, interviewing, checking references, etc.

All candidates must possess the required qualifications, insurance and equipment to fulfill the position. On recommendation from the Committee, the Board of Directors will offer the position to the successful candidate. The Chair and Coordinator will sign a contract specifying service pay rate and maximum allowable travel expenses, incidental expenses, maximum amount payable, deliverables, timelines, and payment schedule. One original signed contract will be stored in the ISCMV files and one will be provided for the Coordinator to keep for personal records.

PROCEDURES FOR HIRING OTHER EMPLOYEES

The Coordinator will oversee the hiring of employees.

The Coordinator will create and/or edit the job description and post it on the regional Invasive Species listserv and/or in another appropriately public manner for no less than two weeks prior to selection. The Coordinator will decide on a timeline, application criteria, and exact procedures for reviewing applications, interviewing, checking references, etc.

All candidates must possess the required qualifications, insurance and equipment to fulfill the position. On recommendation from the Coordinator, the Board of Directors will offer the position to the successful candidate. The Coordinator will sign a contract specifying service pay rate and maximum allowable travel expenses, incidental expenses, maximum amount payable, deliverables, timelines, and payment schedule. One original signed contract will be stored in the ISCMV files and one will be provided for the employee to keep for personal records.

Policies and Procedures for Hiring Short Term Technical and Administrative Contractors

The Invasive Species Council of Metro Vancouver needs to engage ongoing or temporary professional assistance to complete its tasks. We will need to engage different people under different conditions. The Coordinator is the central service provider for the organization and may be complemented by other technical and support contractors as needed. This section describes the ISCMV Policy and Procedures for acquiring the short term professional services we need.

POLICIES CONCERNING SHORT TERM TECHNICAL AND ADMINISTRATIVE CONTRACTORS

ISCMV will obtain short term technical or administrative services from individuals working as employees or as independent contractors, as appropriate to the task, when needed to assist the Coordinator, the Board of Directors or Committees to carry out their tasks.

The Treasurer verifies each year that funds are available to cover the Coordinator's projected costs. The Treasurer verifies that funds are available to cover the costs of potential short term contractors. ISCMV will comply with all federal and provincial rules and regulations concerning employees and other contractors of services. A contract can be signed by the Coordinator, Chair, Vice-Chair or Treasurer (hereafter called the Contract Manager) with an individual or corporation to provide technical or administrative services.

The Procedures described below provide specific guidelines. The interpretation of Procedures is the responsibility of the ISCMV Coordinator or Treasurer. The interpretation of Policies is the responsibility of the ISCMV Treasurer, Chair or Board of Directors.

PROCEDURES FOR SHORT TERM TECHNICAL AND ADMINISTRATIVE CONTRACTORS

The principle criterion to distinguish technical and administrative contractors from 'Specialist Contractors' is that they are hired/contracted for the same hourly/daily rate as the Coordinator, or less, as is appropriate. Specialist Contractors are hired as described in the *Policies and Procedures for Hiring Specialist Contractors* section.

Technical and support contractors are for a short period of time. They will be employees or contractors as is required by their situation. Hiring is done by the Coordinator using such criteria as are deemed appropriate in the circumstances. Technical or administrative contractors must be qualified for their tasks.

For technical or administrative support contractors working longer than 3 months, the Board of Directors can use the criteria developed for hiring the coordinator.

Policies and Procedures for Hiring Specialist Contractors

From time to time ISCMV will need to hire specialist contractors to provide specific professional services. Existing relationships and knowledge of the complexity of the management of invasive species is considered an asset; contractors demonstrating past involvement within the communities of Metro Vancouver and/or invasive Species management will be favoured in contractor selection. Procedures for selection and compensation of professional services follow.

POLICIES CONCERNING SPECIALIST CONTRACTORS

Sometimes the need for special services will be identified in the annual workplan, by a Committee, within a contract or grant obtained by ISCMV, or by special resolution. Sometimes the Coordinator or other existing staff cannot provide the services within the needed schedule or at the level of skill desired. Specialist contractors may be hired in these circumstances if a budget for the services has been approved by the Treasurer. ISCMV will comply with all federal and provincial rules and regulations concerning employees and other contractors of services. A contract can be signed by the Coordinator, Chair, Vice-Chair or Treasurer (hereafter called the Contract Manager) with an individual or corporation to provide specialist services.

Procedures for selecting specialist contractors will be selected to meet the needs of the organization, be fair and transparent, to obtain qualified services in an expedient manner, and to provide reasonable opportunities for potential contractors to learn about or bid upon the projects.

The Procedures described below provide specific guidelines. The interpretation of Procedures is the responsibility of the ISCMV Coordinator or Treasurer. The interpretation of Policies is the responsibility of the ISCMV Treasurer, Chair or Board of Directors.

PROCEDURES FOR SPECIALIST CONTRACTS

1. Potential Contractors should
 - (a) Provide a written proposal describing the proposed project, qualifications, relationship to Metro Vancouver communities, deliverables, timelines, and budget.
 - (b) Possess the required qualifications, insurance and equipment to fulfill the deliverables.
 - (c) Be able to meet the required schedule and budget.

2. Administration
 - (a) The Contract Manager and Contractor will sign a contract specifying service pay rate and/or maximum allowable service fee, travel expenses, incidental expenses, maximum amount payable, deliverables, timelines, and payment schedule.
 - (b) The original signed contract is provided to the Coordinator for storage in the ISCMV files.

3. Contractor Selection

(a) Contract Value <\$2,000

The Contract Manager can directly award a contract for services for a cost less than \$2000 with a qualified Contractor that fulfills the general contract criteria 1 and 2.

(b) Contract Value \$2,000 to \$6,000

The Board of Directors will select a Contractor from at least three proposals which can be solicited from potentially qualified contractors or advertised for publicly, as fits the needs of the situation. Proposals will be short, usually be no longer than 4 pages. All candidates must fulfill the general contract criteria 1 and 2. On recommendation from the Board of Directors, the Contract Manager will award a contract for services \$2,000 to \$6,000 to the selected Contractor.

(c) Contract Value >\$6,000

The Board of Directors will select the Contractor from proposals received through a Request for Proposals (RFP). RFPs will be developed and advertised by the Coordinator on the regional invasive Species listserv and/or in another appropriately public manner for no less than two weeks prior to selection. All candidates must fulfill the general contract criteria 1 and 2. On recommendation from the Board of Directors, the Contract Manager will award a contract for services greater than \$6,000 to the selected Contractor.

Financial

Policies and Procedures for Budgeting and Bookkeeping

The Board of Directors is responsible for passing an annual budget for the organization.

The ISCMV may engage the services of an accounting professional to undertake bookkeeping or other financial services. The Treasurer and Coordinator will decide who to hire for these services and liaise with him/her for the purposes of this work.

Coordinator will include assisting with budgeting, tracking revenue and expenditures (including in-kind), applying for funding for projects and operations, managing the bank accounts, paying expenses, and keeping financial records.

Policies and Procedures for Professional Development

The Invasive Species Council of Metro Vancouver (ISCMV) wants to support the continued professional development of contractors, employees, and stakeholders where possible. This section describes the ISCMV Policy and Procedures for professional development.

POLICIES CONCERNING PROFESSIONAL DEVELOPMENT

Contractors, employees, volunteers or Directors may be subsidized to attend meetings, conferences, workshops, or courses relevant to their work with the ISCMV. Subsidies will be provided, contingent upon available resources, appropriate need, and appropriate sharing of limited resources. Professional development priority will usually be given to the Coordinator. Subsequent requests will be granted on a first come, first served basis, within the budget allotted for professional development.

The Procedures described below provide specific guidelines. The interpretation of Procedures is the responsibility of the ISCMV Coordinator or Treasurer. The interpretation of Policies is the responsibility of the ISCMV Treasurer, Chair or Board of Directors.

PROCEDURES FOR OBTAINING SUBSIDY FOR PROFESSIONAL DEVELOPMENT

Individuals wishing to qualify for this subsidy must:

- (a) Describe the event, showing the relevance to invasive Species management and/or the ISCMV.
- (b) Not receive reimbursement from an employer or other source separate from the ISCMV for the same costs.
- (c) Personally pay for such expenses not covered by the ISCMV subsidy.

After the event, the person will provide a brief oral or written report to the Board of Directors or relevant Committees on information acquired or lessons learned that might be of use to them. The report can be submitted by e-mail if Board of Directors or Committee meetings do not occur within a reasonable period after the event.

An individual will not usually be subsidized for more than one professional development event, to a usual maximum of \$200, in a calendar year. This limit does not apply to the Coordinator.

For reimbursement, an expense form is submitted to the Coordinator or Treasurer, as described in the *Policies and Procedures for Reimbursing Out-of-Pocket Expenses* section.

Policies and Procedures for Gifts and Honoraria

The Invasive Species Council of Metro Vancouver occasionally wishes to offer modest symbolic and tangible thanks to different individuals or organizations for goods or services received. This section describes the ISCMV Policy and Procedures for gifts and honouraria that will fulfill that purpose.

POLICIES CONCERNING GIFTS AND HONOURARIA

We will provide modest gifts or financial rewards to some of those who help us with their time, goods or expertise and who do so at some cost or sacrifice to themselves. Such physical gifts or cash honouraria are for those who do not receive full or professionally appropriate compensation for their contributions to ISCMV, from us or from other sources. Gifts and honouraria are expected to be provided for more substantial and specialized contributions, such as for speaking at Forums or providing professional scientific or technical support, rather than for volunteer labour at events.

They are intended to be modest gifts and will not match professional levels of compensation that the recipients might otherwise be qualified to receive. They will vary in value as appropriate to different cases and will not exceed \$500 in cash value.

The Procedures described below provide specific guidelines. The interpretation of Procedures is the responsibility of the ISCMV Coordinator or Treasurer. The interpretation of Policies is the responsibility of the ISCMV Treasurer, Chair or Board of Directors.

PROCEDURES FOR GIFTS AND HONOURARIA

A person or organization can be nominated to receive a gift or honourarium by the Coordinator, any Director, Committee Chair, member or volunteer. Consideration will be given to other partial compensation that people might or might not receive for their contribution that benefits ISCMV.

Funds must be available within a relevant administrative, program or project account. The contribution must be relevant to the administrative, program or project account which provides the funds.

Gifts are expected to cost in the range of \$15 to \$100, honouraria are expected to range from \$50 to \$500. The specific details of the gift or honourarium will be determined by the Coordinator, Treasurer or Committee Chair most acquainted with the circumstances and will be appropriate to the contribution made and comparable to other gifts or honouraria given under similar circumstances.

Policies and Procedures for Reimbursement of Expenses

The Invasive Species Council of Metro Vancouver (ISCMV) is a non-profit organization, which by definition means that any funds or profits must be used only for purposes of the society itself and cannot be distributed to a member of a society without the member giving appropriate compensation to the society first (<http://www.fin.gov.bc.ca/registries/corppg/crsocieties.htm>). This section describes the ISCMV Policy and Procedures for reimbursement of out-of-pocket expenses and other minor expenditures.

POLICIES CONCERNING REIMBURSEMENT OF EXPENSES

ISCMV will reimburse people for expenses they have paid for out-of-pocket if:

1. Expenses are incurred to support ISCMV or its programs or projects
2. Expenses are approved in advance of being incurred by the Coordinator, Treasurer or other authorized person or have been previously outlined in a contract.
3. Expenses are appropriate for the purpose and the prevailing circumstances.
4. Appropriate documentation is provided.
5. Reimbursement has not been obtained and will not be obtained from another source.

The Procedures described below provide specific guidelines. The interpretation of Procedures is the responsibility of the ISCMV Coordinator or Treasurer. The interpretation of Policies is the responsibility of the ISCMV Treasurer, Chair or Board of Directors.

PROCEDURES FOR REIMBURSEMENT

For reimbursement, an expense claim form and original receipts (as required) are submitted to the Coordinator or Treasurer for approval. Expense claim forms are available from the Coordinator. If an individual submits multiple requests for reimbursement at one time, a single cheque may be issued for all expenses submitted. Expense forms can be submitted by mail, fax or e-mail.

Guidelines for Different Kinds of Expense

1. Travel Expenses

(a) Meal Allowances (receipts required)

- (i) Meal/per diem reimbursement when traveling on ISCMV business will be in accordance with the following rates:

	Full Day \$	Breakfast Only \$	Lunch Only \$	Dinner only \$	B & L Only \$	L & D Only \$	B & D Only \$
Meal Allowance	47.00	11.50	13.25	22.25	24.75	35.50	33.75

- (ii) Only meals applicable to the portion of the day spent traveling are claimed;
- (iii) Where a meal is provided without charge or is paid for from ISCMV funds, no claim for that meal can be made.
- (iv) The meal/per diem allowances cover expenses arising from absences away from headquarters or geographic location over a meal period(s). Meal expenses incurred within headquarters or geographic location due to job responsibilities will not be reimbursed (unless approved by Treasurer).

(b) Private Vehicle Allowance (receipts not required)

Where a private vehicle is used on the ISCMV's business, reimbursement shall be reimbursed at \$0.50 per km from point of assembly. Point of assembly will be specified in advance by the Treasurer.

(c) Accommodation Charges (receipts required)

Accommodations should be found at low cost, consistent with personal safety and the purpose of the travel.

(d) Miscellaneous Travel Expenses (receipts required)

Miscellaneous travel expenses may include the following:

- ferry tolls, ferry reservation fees, highway tolls
- airport improvement, security and other fees and applicable fuel charges
- airplane, bus, sky train, and taxi services
- vehicle rental, related fuel charges and parking charges
- business phone calls

2. Purchases of Goods for ISCMV programs (receipts required)

Goods may warrant purchase in order to deliver ISCMV priority activities and new initiatives. Goods must be approved by the Coordinator, Treasurer or Contract Manager *prior* to purchase. They would normally be part of the budgeted expenses of a planned program or project.

3. Miscellaneous Incidental Expenses (receipts required)

Expenses appropriately incurred on behalf of ISCMV programs and projects that are not described in categories 1 or 2 will be reimbursed with adequate description and documentation.

The Coordinator, Treasurer and Signing Authorities are accountable for effective financial management. Due regard will be given to the spirit and intent of the finances of a non-profit society.