

Policy Amendment Proposal - Quorums

Preamble: - I've tried to make our Policy and Procedure Manual consistent with our newly adopted bylaws. Unless someone sees inconsistencies, these should be more or less "housekeeping" changes.

General Meetings:

Bylaw 3.4 A quorum at any annual general meeting shall be no fewer than five persons.

Current P & P Manual 4.5.1: For general Meetings – 5

Proposed Revision: A quorum at any general meeting, including the AGM, shall be no fewer than five persons.

Board meetings:

Bylaw 5.5: A quorum at any meeting of the Directors shall be a majority of Directors present in person, by teleconference or other electronic means.

Current P & P Manual 4.5.2: For Board Meetings - More than ½ of the number of current members of the Board of Directors.

Proposed Revision: A quorum for meetings of the Board of Directors shall be no fewer than three directors.

Current P & P Manual 4.3:[Meetings] ~~May~~ Board Meetings may include participation by directors not present in the meeting room as long as there is full access to documentation, and, subject to the exceptions noted in ~~4.4~~ 4.3.1, ability to participate orally in proceedings e.g. phone or Skype or other such audio/visual technology. (Texts or e-mail are not considered adequate communication methods for active participation.)

4.3.1 Exception: When urgent (exceptional) situations arise that require quick board decisions within short timelines, votes may be held by phone or e-mail.

Wildsight Policy Donations and Sponsorships

Adopted by the Board Nov. 21, 2018

1. Donations: From time to time, Wildsight Kimberley/Cranbrook may solicit and/or be offered monetary, product, or in-kind donations from individuals, businesses or corporations. This policy is intended to facilitate simple processing of donations without unnecessary documentation or procedures while still avoiding public relations, policy, or ethical dilemmas.
 - 1.1. Donations:
 - 1.1.1. Minor donations (under \$500 value) may be accepted at the discretion of the Branch Manager.
 - 1.1.2. Substantial donations (greater than \$500 value) may also be accepted at the discretion of the Branch Manager who should vet donors to ensure that the donor's goals, values, and activities, are not in conflict with the Branch vision, mission, or values.
 - 1.1.3. The Branch Manager may seek advice from Board members if there are any questions associated with a donation.
 - 1.1.4. If donations are offered without conditions, in most cases they can be gratefully accepted.
 - 1.1.5. In the event that a donor asks for some benefit and/or recognition in return for the donation, the Branch Manager may consult with Board members if there is uncertainty about the appropriateness of attached benefits.
 - 1.1.6. Some possible benefits may be: press photos, name mention in a newsletter, public thank you, posters at events, etc.
 - 1.1.7. Donors should be informed of potential to receive tax deductions.
 - 1.1.8. Appreciation for donations should always be expressed.
 - 1.2. Sponsorships: In a situation where an individual or corporation wishes to sponsor an event, a program, or an activity, then several steps should be taken to ensure timely processing and also to avoid conflict of interests, ethical dilemmas, or clashing perceptions, policies, or values.
 - 1.2.1. Sponsors should be vetted to ensure that the sponsor's goals, values, and activities, are consistent with and not in conflict with the Branch vision, mission, or values.
 - 1.2.2. The Branch manager should negotiate a written agreement outlining the nature of the sponsorship and any conditions or benefits that apply.
 - 1.2.3. If necessary The Branch Manager may consult with board members or bring proposed sponsorships before the whole Board before approving sponsorships.
 - 1.2.4. In evaluating sponsorships, consideration should be given to any contentious issues or conflicts that may arise.
 - 1.2.5. A graduated scale of sponsorship amounts and corresponding benefits may be established for specific events so that both Wildsight and the sponsor clearly understand any mutually agreed conditions before an event.
 - 1.2.6. Liability waivers can be signed if needed.

Wildsight Policy Items for Sale

Adopted by the Board Nov. 21, 2018

1. Wildsight Sales: From time to time, Wildsight Kimberley/Cranbrook may offer items for sale to the general public.
 - 1.1. General sales practices, record keeping, and distribution of profits should be approved by the Board of Directors.
 - 1.2. A sales budget should be established to record and track revenue and expenses.
 - 1.3. Individual sale details such as pricing, sale locations, and profit margins may be determined by the Branch Manager who may consult with the Board as needed.
 - 1.4. Items and or services may be purchased for sale, acquired as donations, or taken on consignment.
 - 1.5. Providers of products or services should seek approval of the Branch Manager to provide items for sale, and should provide detailed descriptions and/or samples.
 - 1.6. A normal ratio for consignment items would be 35% of the purchase price for Wildsight and 65% for the provider.
 - 1.7. In the event that Board members or their family members submit items for consignment, The Branch Manager should first determine whether such a transaction is appropriate and if approved, the Board should provide written exemption from any conflict of interest.
 - 1.8. Should there be any disagreements or conflict regarding sales or sales practices, the Board of Directors shall make final decisions on sales related matters.