

Policies, Procedures and Bylaws – What's the Difference?

Board Leadership Calgary

April 5, 2014



Welcome



Policies, Procedures and Bylaws – What are they?

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Ben Wagler





In this session we will discuss

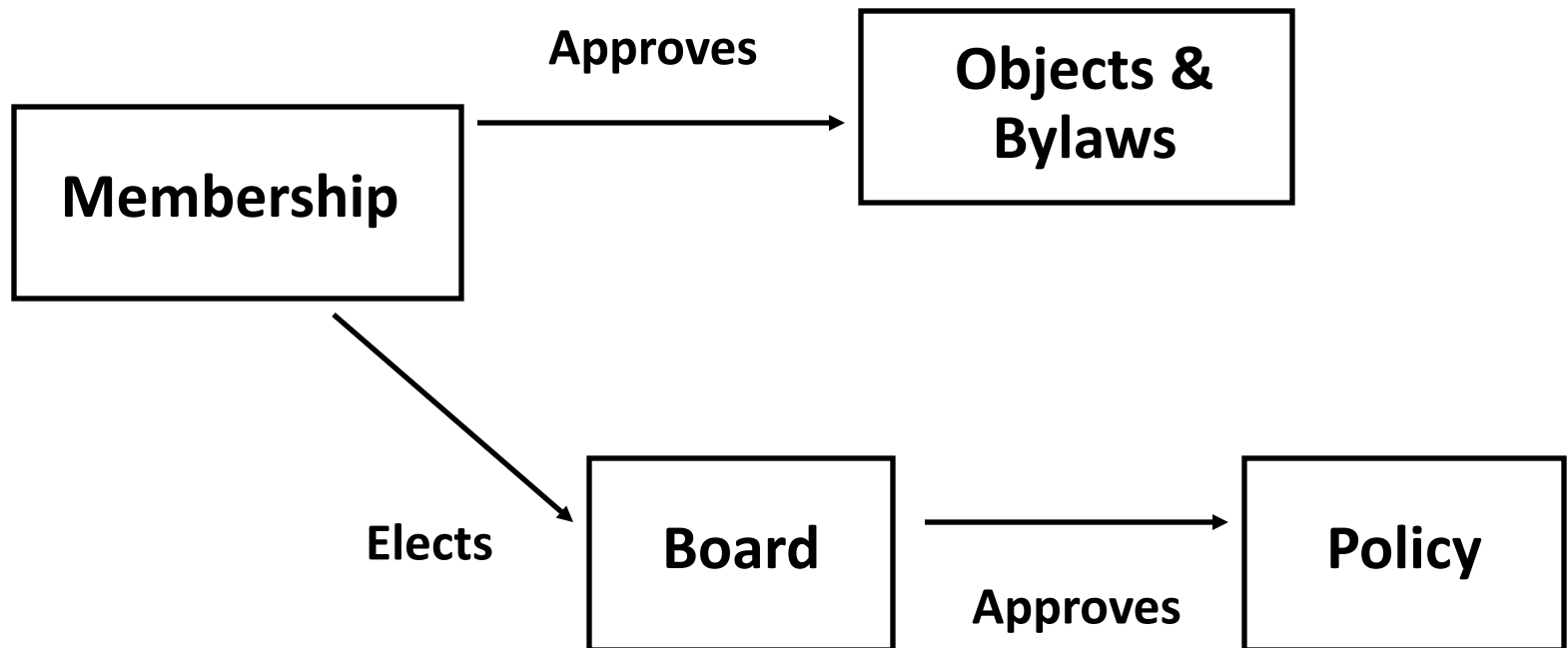
- Differences among bylaws, policies & procedures
- Critical contents of bylaws
- Contents of a policy manual
- Process of revising bylaws



Governance

How the board exercises its authority, control and direction over an organization on behalf of the membership

Legal Context of Societies





About You

- Please add up the number of years of board experience among your group, and.....
- Identify a question or two that your group has about bylaws, policies and/or procedures



Differences Among Bylaws, Policies & Procedures

- Objects
- Bylaws
- Policies
- Procedures

Levels of Authority



- Governance
- Management
- Implementation



Critical Contents of Bylaws

- Societies Act
- “Drafting & Revising Bylaws”



Critical Contents of Bylaws

- Introductory Articles
- Membership
- Meetings of the Members



Critical Contents of Bylaws

- Governance Structure
- Management & Finance
- Fundamental Changes

Your thoughts.....



Brainstorm the following question:

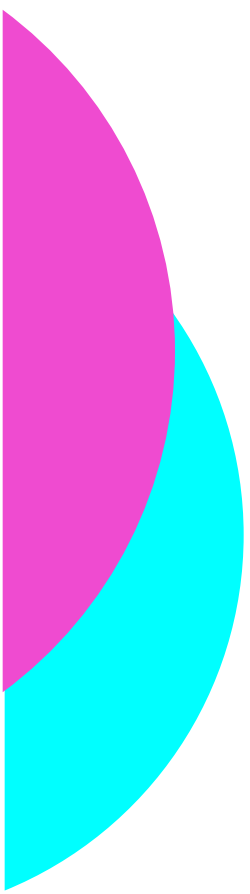
“What are the advantages of having written policies and procedures?”

Types of Policies



- Framework
- Board Self-Governance
- Operational
 - Program, Personnel & Financial
- Advocacy

What Goes Where?



Bylaws	Policies	Procedures

What Goes Where?



The quorum for general
meetings of the
organization

What Goes Where?

Bylaws	Policies	Procedures
<ul style="list-style-type: none">•The quorum for general meetings of the organization		

What Goes Where?



The expenses for which
board members will be
reimbursed

What Goes Where?

Bylaws	Policies	Procedures
	<ul style="list-style-type: none">•Expenses for which board members will be reimbursed	

What Goes Where?



Which form to use for
board member expense
claims

What Goes Where?

Bylaws	Policies	Procedures
		<ul style="list-style-type: none">• Which form to use for board member expense claims

What Goes Where?



What kind of decisions
the Executive Committee
can make

What Goes Where?

Bylaws	Policies	Procedures
	<ul style="list-style-type: none">• The kind of decisions the Executive Committee can make	

What Goes Where?



How directors are
appointed and removed
from the board

What Goes Where?

Bylaws	Policies	Procedures
<ul style="list-style-type: none">•How directors are appointed and removed from the board		

What Goes Where?



How meeting minutes
are circulated to board
members

What Goes Where?

Bylaws	Policies	Procedures
		<ul style="list-style-type: none">•How meeting minutes are circulated to board members

Process for Revising Bylaws



- Review regularly
- Annual General Meeting
 - Notice
 - Quorum
- Submit to Corporate Registry



Board Development Workbooks

Available online at www.albertabdp.ca

Available for purchase from:

- Resource Centre for Voluntary Organizations at rcvo@macewan.ca
- Volunteer Calgary at volunteer@volunteercalgary.ab.ca

Bylaws, Policies & Procedures

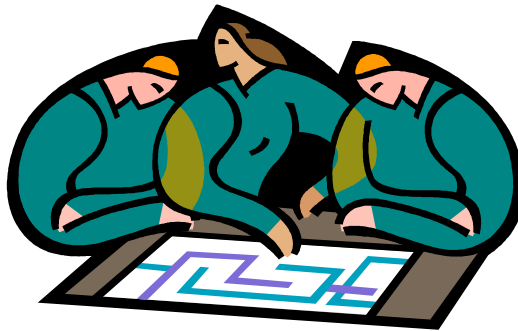


Today we discussed:

- Differences among bylaws, policies & procedures
- Critical content of bylaws
- Contents of a policy manual
- Process of revising bylaws

The Most Significant Issue

“Based on my experience, the most significant issue that is raised by our discussion is...”



Taking Action

“Knowing what I know now about bylaws, policies and procedures, over the next few months I want to...”





Board Development Program

Website: www.albertabdp.ca

Email: bdp@gov.ab.ca

Phone: 780-427-2001