



Saint Mary Self-help Charity Association of the GTA

**Administrative Procedure**

**May 2023**

## **Administrative Procedure for St. Mary Self-help Charity Association of Greater Toronto Area**

This document outlines the administrative procedures for the effective implementation of the Bylaws of St. Mary Self-help Charity Association of Greater Toronto Area.

### **1. Membership Management:**

- **Application Process:**

- Prospective members shall complete the official membership application form provided by the Association.
- The application form must be accompanied by the initial registration fee as specified in Article 5 of the Bylaws.
- Applicants must provide proof of legal Canadian Permanent Resident/Citizen status and date of birth (e.g., Permanent Resident card, Citizenship card, Passport, Driver's License).
- For child membership coverage (as per Article 5.1), supporting documents such as birth certificates, legal passports, and proof of full-time enrollment (for students aged 21-25) must be submitted. For disabled children, a Credible Medical Certificate is required.
- Completed applications and supporting documents shall be submitted to the designated Membership Officer or the Executive Committee.

- **Verification and Approval:**

- The Membership Officer or a designated subcommittee of the Executive Committee will review applications for completeness and eligibility based on Article 5 of the Bylaws.
- Upon verification, the Executive Committee will approve or reject membership applications as per Article 5.14 of the Bylaws.
- Approved applicants will be notified of their membership status and assigned a membership number.

- **Fee Payment Tracking:**

- The Treasurer shall maintain a record of all registration fees and monthly membership fees paid by members.
- Payments can be made in cash, by cheque, online, or by direct deposit as per Article 5.12 of the Bylaws.
- The Treasurer will issue receipts for all payments received.
- A system for tracking monthly membership fee payments will be established to identify members in good standing as defined in Article 1.1(b) and Article 4.7 of the Bylaws.

- **Maintaining Good Standing:**

- Members are responsible for ensuring timely payment of their monthly membership fees.
- The Treasurer will send reminders via email or phone to members who are in arrears for one and two months.
- Members who fail to pay for three consecutive months will be notified as per Article 5.4 of the Bylaws.
- Members wishing to explain payment difficulties must communicate in writing to the Executive Committee.
- **Changes in Membership Information:**
  - Members are responsible for notifying the Association of any changes in their marital status or dependent information as per Article 5.11 of the Bylaws.
  - Upon notification, the Treasurer will adjust the monthly membership fee accordingly. Members may be required to provide supporting documentation for such changes.
- **Membership Database:**
  - A secure and up-to-date database of all members, their contact information, membership status, payment history, and designated beneficiaries will be maintained by the Secretary or a designated administrator.

## **2. Financial Procedures:**

- **Fee Collection:**
  - The Treasurer is responsible for collecting all fees as outlined in Article 10.3 of the Bylaws.
  - Clear procedures for receiving cash, cheques, online payments, and direct deposits will be established.
- **Bank Account Management:**
  - The Association will maintain a bank account at a recognized financial institution.
  - The authorized signatories for the bank account are the President, Vice-President (in the President's absence), Treasurer, Secretary, and Public Relations Officer, with any two required for transactions as per Article 10.6 of the Bylaws.
- **Financial Reporting:**
  - The Treasurer will prepare and present a financial report at the mid-year and Annual General Assemblies as per Article 10.3 of the Bylaws.
  - Detailed financial records, including income and expenses, bank statements, and receipts, will be maintained and made available to the appointed auditor.
- **Budgeting and Expenditure Approval:**

- The Executive Committee will prepare an annual budget for the Association's activities.
- All expenditures above a certain threshold (to be determined by the Executive Committee) will require approval by the Executive Committee.
- **Auditing:**
  - An independent auditor will be appointed by the General Assembly to review the Association's financial records annually.
- **Funeral Expense Disbursement:**
  - Upon notification of the death of a member in good standing, the Treasurer will verify the membership status.
  - The Treasurer will communicate with the Designated Beneficiary to arrange for the funeral service as per Article 4.4 of the Bylaws.
  - Payment to the Designated Service Provider or the Designated Beneficiary (if they choose their own arrangements) will be made within 5 working days as per Article 4.1 of the Bylaws.
  - The Treasurer will manage the collection of the remaining funeral expenses from members as outlined in Article 4.5(b) of the Bylaws. Clear communication regarding the payment process and timeline will be provided to members.

### 3. Meeting Protocols:

- **Executive Committee Meetings:**
  - The Secretary will schedule Executive Committee meetings as needed, providing reasonable notice to all members of the Committee.
  - Agendas will be prepared and circulated in advance of each meeting.
  - The Secretary will take minutes of all Executive Committee meetings, documenting decisions made and action items.
  - A quorum of 50% plus one of the Executive Committee members is required for decisions to be valid as per Article 9.3 of the Bylaws.
- **General Assembly Meetings:**
  - The Secretary will announce the mid-year and Annual General Assemblies at least 2 weeks in advance via the Association's website and email as per Article 6.3 of the Bylaws. The notice will include the date, time, and location.
  - Agendas for the General Assembly will be prepared by the Executive Committee and made available to members prior to the meeting.
  - The Secretary will record the minutes of all General Assembly meetings, including attendance, motions, and voting results.

- A quorum of 50% plus one of the members in good standing present is required to make binding decisions as per Article 6.2 of the Bylaws.
- Members unable to attend must inform the Secretary in writing in advance.
- Procedures for voting on resolutions and amendments will be established and communicated to members.

#### **4. Funeral Service Arrangement Procedures:**

- **Notification of Death:**

- Upon the death of a member, the Designated Beneficiary or a family member should notify the Association (President, Vice-President, or Secretary) as soon as possible.
- Official documentation of death (as per Article 1.1(i) of the Bylaws) must be provided to the Association.

- **Verification of Membership Status:**

- The Treasurer will verify if the deceased member was in good standing as per Article 1.1(b) and Article 4.7 of the Bylaws.

- **Communication with Designated Beneficiary:**

- The Association (typically the President or a designated representative) will communicate with the Designated Beneficiary to discuss funeral arrangements and the Association's support.

- **Coordination of Funeral Service:**

- The Association will coordinate with the Designated Service Provider to arrange the funeral service, covering expenses up to the maximum amount specified in Article 4.4 of the Bylaws.
- If the Designated Beneficiary chooses their own funeral arrangements, the Association will provide the equivalent financial support as per Article 4.4 of the Bylaws.

- **Collection of Member Contributions:**

- The Treasurer will notify members of the passing of a member in good standing and initiate the collection of the remaining funeral expenses as per Article 4.5(b) of the Bylaws.

- **Attendance and Support:**

- The Association will encourage members to attend the funeral service and provide comfort and support to the bereaved family as per Article 3.2 and Article 4.2 of the Bylaws.
- The Executive Committee will communicate instructions regarding visitations to the home of the deceased as per Article 4.6 of the Bylaws.

## **5. Council of Elders Procedures:**

- **Election:**
  - The Council of Elders will be elected by the General Assembly every 3 years as per Article 7.1 of the Bylaws.
  - The election process will be overseen by the Nominations/Elections Committee.
- **Providing Guidance:**
  - The Executive Committee or Subcommittees may seek guidance and advice from the Council of Elders on matters related to the implementation of the Bylaws and the Association's vision and mission. Requests for guidance should be submitted in writing to the spiritual advisor or a designated member of the Council.
- **Accountability:**
  - The Council of Elders will provide a report of their activities and guidance provided to the General Assembly as needed.

## **6. Nominations/Elections Committee Procedures:**

- **Election:**
  - The Nominations Committee will be elected by the General Assembly when an election of the Executive Committee is due as per Article 8.1 of the Bylaws.
- **Call for Nominations:**
  - The Nominations Committee will issue a call for nominations from eligible members present at the General Assembly.
- **Eligibility Verification:**
  - The Nominations Committee will verify the eligibility of nominees based on the criteria established by the General Assembly.
- **Conducting Elections:**
  - The Nominations Committee will organize and conduct the election process, ensuring fairness and transparency.
  - Voting procedures will be clearly communicated to members.
- **Announcing Results:**
  - The Chairperson of the Nominations Committee will announce the election results to the General Assembly as per Article 8.8 of the Bylaws.

## **7. Amendment of Bylaws:**

- **Proposal:**

- Members in good standing may propose amendments to the Bylaws. Proposals should be submitted in writing to the Secretary.
- **Notification:**
  - The Executive Committee will review proposed amendments and notify members in good standing at least 5 days before the General Assembly where the vote will take place, as per Article 4.8 of the Bylaws. Notification will be via email and/or posting on the Association's website.
- **Voting:**
  - Amendments will be voted on at a General Assembly where a quorum of 50% plus one of the members in good standing is present, as per Article 6.5 of the Bylaws.
  - A majority vote (50% plus one of those present and voting) is required for an amendment to be approved.
- **Documentation:**
  - Approved amendments will be documented and incorporated into the official Bylaws. Members will be notified of the updated Bylaws.

## **8. Compliance and Legal Matters:**

- **Compliance Officer:**
  - The Executive Committee may designate a Compliance Officer to ensure the Association adheres to all applicable laws and regulations.
- **Indemnification:**
  - Members acknowledge the indemnification clause as stated in Article 4.10 of the Bylaws. The Association will not assume liability for losses occurring during Association activities.

These administrative procedures will be reviewed and updated by the Executive Committee as needed to ensure the smooth and effective operation of St. Mary Self-help Charity Association of Greater Toronto Area in accordance with its Bylaws.