



**Alberta Rural
Municipal Administrators
Association

Policy Handbook**

Approved May 08, 2014

REVIEWED JUNE 4, 2021

Definitions within the ARMAA Policy Handbook:

ARMAA Executive: An elected body of members consisting of one representative from each zone, along with the President and Vice President.

Executive Director: A person employed by the Executive to carry out the duties as required by the bylaw and policies of the Association

Permanent Record: Refers to financial information and agreements entered into the Province of Alberta as well as insurance documents & Corporate Registry Documents.

Transitory Record: Refers to general correspondence or other records that have no future value to the organization.

All Policies will be reviewed on an annual basis at the first ARMAA Executive meeting of each year.

ARMAA
Illness & Bereavement

Policy Number: 01-14

Date: May 08, 2014

Purpose: ARMAA recognizes that its members are the most valuable resource and wishes to demonstrate the support of our organization in times of illness or bereavement.

Procedures:

1. In the event that an Active Member or the Executive Director is hospitalized for a period of more than three (3) days that one of the following may be sent:
 - a. A flower arrangement
 - b. A fruit basket
 - c. Equivalent donation may be sent.

2. In the event that an Active Member or someone in their immediate family (defined as parent, spouse, child or grandchild) or Retired Member passes away one of the following will be sent to the appropriate person or organization:
 - a. A flower arrangement
 - b. A donation

3. The cost of the recognition in either of these cases will be in the amount of up to one hundred dollars (\$100).

ARMAA
Reserve for Future Conferences & Golf Tournaments

Policy Number: 02-14

Date: May 08, 2014

Purpose: ARMAA intends to set aside a portion of surplus funds for future conferences and golf tournaments. The purpose of which is to ensure that ARMAA will be covered in the event there is ever a situation whereby ARMAA had financial commitments in the event that a conference not proceed. Further, with respect to golf tournaments, in the case the costs being much higher than usual; then the difference could be covered without having to significantly increase the costs to the participants.

Procedures:

1. The reserve does not accrue interest.
2. The Conference Reserve balance will be maintained at fifteen thousand dollars (\$15,000).
3. The Golf Tournament Reserve balance will be maintained at five thousand dollars (\$5,000).
4. The funds required shall be reviewed on an annual basis at the budget meeting.

**ARMAA
Credit Card Policy**

Policy Number: 03-14

Date: May 08, 2014

Purpose:

The Alberta Rural Municipal Administrators' Association (ARMAA) recognizes the need to hold a Corporate Credit Card for minor business expenses.

Procedures:

Use of the ARMAA Corporate Credit Card shall be as follows:

1. A credit card shall be issued to the Executive Director to be used for direct expenses regarding ARMAA expenditures.
2. The credit limit of the Corporate Credit Card shall not exceed \$7,500.00
3. Statements with receipts attached indicating the GST status shall be reviewed and approved by the appropriate signing authorities and copies retained.

ARMAA
Records Retention & Disposition

Policy Number: 04-2014

Date: June 4, 2021

Purpose: The purpose of the policy is to provide guidelines for the disposition of records that ARMAA holds including, but not limited to correspondence, agreements, and financial records.

Procedures:

1. All permanent records shall be retained by the Association in the office of the Executive Director and cared for by the Executive Director.
2. All transitory records shall be kept for a period of two (2) years at which time they will be destroyed with the approval of the ARMAA Executive.
3. All records may be kept electronically, and hard copies destroyed once digitized.

ARMAA Membership

Policy Number: 05-14

Date: June 4, 2021

Purpose: The purpose of the policy is to provide guidelines as to who is eligible for membership. Membership is held by the individual and not the municipality.

Procedures:

1. **ACTIVE MEMBER:** Upon application, active membership in this Association may be obtained by any person holding the most senior administrative position in any Municipal District, County, Specialized Municipality, Improvement District, or Special Area in the Province of Alberta. Further, active membership may be held by any person employed in any senior administrative position subject to an application endorsed by the most senior administrator of the municipality and submitted to the Executive Director.
 - a) The Membership application shall provide the following information:
 - i. Name and address
 - ii. Position
 - iii. Years of service in municipal administration
 - iv. Job description (unless the most senior administrator of the municipality)
 - v. Any other information deemed by the applicant to be important
 - b) Applicants meeting these criteria may be endorsed by the Executive Director.
 - c) Any person meeting eligibility requirements and currently holding an Elected Official position in any Municipality will not be eligible for membership in ARMAA

2. **HONOURARYLIFETIME MEMBERSHIP:** Honorary membership may be awarded by the association to recognize those who have contributed greatly to the success of the Association, but who are not entitled to active or associate membership.

3. **MEMBERSHIP FEES AND VOTING PRIVILEGES:** Membership fees shall be approved by the membership at the Conference and shall be due and payable on the first of January in each year. An active member shall not be allowed to vote or hold office if payment of membership fees are in arrears.

4. **MUNICIPAL INTERNSHIP MEMBER:** The Executive upon application, may award a Municipal Internship Member status to a Municipal Intern. The Municipal Internship Member is not required to pay the membership fees of the Association. The Municipal Internship Member is not allowed to vote or hold office with the Association, and the membership will only be valid for a maximum two year period.

5. **MEMBERSHIP FEE & VOTING PRIVILEGES:** All fees of the Association shall be established by the Executive and adopted with the approval of the Budget of the Association. An active member shall not be allowed to vote or hold office if payment of membership fees is in arrears.

6. Membership Fees shall be as follows:

- | | |
|------------------------|----------|
| a) Active Membership | \$200.00 |
| b) Honorary Membership | Nil |

ARMAA
Conferences and Annual General Meeting

Policy Number: 06-14

Date: May 08, 2014

Purpose: The purpose of the policy is to provide guidelines for Conferences and Annual General Meeting.

Procedures:

1. An Annual General Meeting of the members shall be held annually at a place and on a date to be fixed by the Executive. The conference is one and a half days.
2. The annual conference registration fee includes the luncheon and banquet on Thursday.
3. The location of the annual conference is to be selected on a rotation basis.
4. Notice of the Annual General Meeting shall be distributed to each member of the Association under the name and address recorded in the books of the Executive Director. Such notice shall be distributed at least three weeks prior to the date on which the Annual General Meeting is to be held, stating the time and place thereof. A quorum for the Annual General Meeting of the Association shall be established as 25% of the Active Members in good standing. Sufficient notice is given upon a member receiving the Agenda for the Annual Conference.
5. Annual General Meeting
 - a. The following items of business shall be dealt with:
 - i. Adoption of minutes of previous annual general meeting
 - ii. Financial Report
 - iii. Reports of Officers and Committees
 - iv. Unfinished business
 - v. Resolutions
 - vi. New business and discussions
 - vii. Addresses
 - viii. Election of Officers
 - ix. Adjournment
 - b) Except by permission of the President or his or her designate, no member shall be allowed to speak except to ask a question, or to introduce or speak to a motion.
 - c) Unless otherwise decided by a vote of the conference, no member shall speak more than twice or for longer than five minutes on any motion.
 - d) When a question is under debate no motion shall be in order except to adjourn, postpone or amend, these motions to take precedence in the order named, and the first two shall be decided without debate.

- e) All motions or amendments must be put to the Conference by the President or his or her designate, who shall ask: Are you ready for the question?
 - f) RESOLUTIONS: One amendment at a time will be accepted by the President or his or her designate as well as one amendment to the amendment of a resolution. The mover and seconder may speak to the resolution and the Presiding Officer will call for anyone wishing to speak in opposition, anyone wishing to amend a resolution must then speak in opposition to the resolution as written.
 - g) The mover and seconder will have five minutes in total to speak and two minutes will be provided to anyone else speaking for or against the resolution. If the seconder waives their right to speak, the mover may have five minutes.
6. Conference fees, excluding golf fees shall be established as follows:
- a) Active Members \$ 150.00
 - b) Associate Members \$ 100.00
 - c) Spouses/Partners \$ 50.00

**ARMAA
Recognition of Service**

Policy Number: 07-14

Date: November 27, 2020

Purpose: The purpose of the policy is to provide guidelines of the requirements needed for recognition of service.

Procedures:

1. Each Zone Director shall advise the Executive Director of any changes to the active membership in their area.
2. Retiring members who are due to retire from active membership will be recognized in the following manner:
 - i. Five (5) years but less than ten (10) years active membership in ARMAA presented with an appropriate acknowledgement as determined by the Executive
 - ii. Ten (10) years but less than fifteen (15) years active membership in ARMAA presented with a gift, which may be presented at the active members retirement party in their honor, given by their employer and fellow employees or at the Annual Conference.
 - iii. Fifteen (15) or more years active membership in ARMAA presented with a gift valued at \$10 per year of service along with other considerations as may be deemed appropriate by the ARMAA Executive.
 - iv. The ARMAA Executive will cover the cost of conference registration.
 - v. The Executive reserves the right to withhold recognition of service.
3. Years of service will be presented to active Association members. Service awards will be distributed at the annual banquet as per policy.

| | |
|---------------------------|------------------------|
| a. Fifteen (15) years | Bronze ARMAA Lapel Pin |
| a. Twenty (20) years | Silver ARMAA Lapel Pin |
| b. Twenty-five (25) years | Gold ARMAA Lapel Pin |
| c. Thirty (30) years | Gold ARMAA Lapel Pin |
| d. Thirty-five (35) years | Gold ARMAA Lapel Pin |
| e. Forty (40) years | Gold ARMAA Lapel Pin |
4. Presentations will be made at the annual banquet as per policy to recognize the following:

| | |
|-------------------------|--|
| a. New Active Members | Certificate and the ARMAA Lapel Pin |
| c. Honorary Life Member | Appropriate gift as determined by the Executive Director |
| d. Outgoing President | Gift in the value of \$100.00 |

ARMAA Meetings & Minutes

Policy Number: 08-14

Date: May 08, 2014

Purpose: The purpose of the policy is to provide guidelines for meetings and minutes.

Procedures:

1. Motions at the executive meetings do not require a seconder.
2. The minutes of the annual conference shall be placed on an ARMAA Executive approved website.
3. The minutes of the executive meetings shall be placed on an ARMAA Executive approved website prior to approval, but after being circulated to the Executive for corrections.
4. The Executive shall at its first meeting following the annual conference make appointments to various committees that further the objectives of the Association as per the ARMAA Bylaw.
5. The Executive has the authority to add committees and make appointments at their discretion.
7. A special meeting of the membership can be requested by 10% of the current members by notice distributed to each member and the Executive Director not less than thirty (30) days before such meeting will be held.
8. A special meeting of the membership may also be called at the request of a majority of the Executive at such time and place as deemed appropriate. Notice of a special meeting initiated by the Executive will be distributed to each member not less than thirty (30) days before such meeting will be held.
9. A quorum for a special meeting of the Association shall be established as 25% of the members in good standing.
10. A meeting of the members of the Association may be held in conjunction with the Fall & Spring Convention of the Alberta Association of Municipal Districts and Counties. Notice of the meeting will be distributed to each member not less than thirty (30) days before such meeting will be held. Notice of the meeting shall include a list of business items the Association will attend to at these meetings.
11. The Executive has the authority to hold meetings using any communication means available.

ARMAA
Fraternal Delegates Policy

Policy Number: 09-14

Date: May 08, 2014

Purpose: The Alberta Rural Municipal Administrators' Association (ARMAA) recognizes the importance of collaboration and partnerships in an effort to gain awareness, appreciation, familiarity, and promote fellowship with colleagues that engage with the similar challenges faced by all rural municipalities.

Procedures:

ARMAA encourages the exchange of fraternal delegates from across Western Canada by encouraging attendance to conventions and conferences with organizations that share our progressive and mutual interests.

ARMAA accepts responsibility for sending and hosting fraternal delegates to/from the following association's conferences and agrees to cover the costs as follows:

- Local Government Administration Association Alberta Chapter – Registration Only
- Rural Municipal Administrators' Association of Saskatchewan – All costs except travel
- Manitoba Municipal Administrators' Association – All costs except travel
- Local Government Management Association of British Columbia – All costs except travel
- Society of Local Government Managers – No Costs

If no reciprocal agreement exists, all costs are paid by the sending organization

The costs of travel, registration, meals and hotel room incurred by an Executive Member and their spouse attending a Conference as a Fraternal Delegate are paid by the Association, if not covered by the Host Association.

The Executive Director has the authority to make available ARMAA promotional items to the ARMAA Representative attending a Conference as a Fraternal Delegate.

GOLF TOURNAMENT POLICY

Policy Number: 10-14

Date: May 08, 2014

Purpose: Annually, as part of the ARMAA Conference, there will be an ARMAA Golf Tournament. The Tournament format shall be a Texas scramble, best ball format, with men playing from the white or middle tees, and women playing from the red or front tees.

Rules shall be the Royal Canadian Golf Association rules; the format shall further be explained prior to each tournament (in the tournament booklet).

Procedures:

1. TOURNAMENT ARRANGEMENTS

The ARMAA Golf Tournament Committee shall make all arrangements for the Tournament, on an annual basis: booking of the chosen course, working with the pro shop and meals caterer, soliciting sponsorships, arranging prizes and trophies, arranging transportation to and from the course to the convention/accommodations (bus rental), handling on-course registration, distributing registration gifts, cataloguing any gifts being delivered at the start of the tournament, setting up the post-tournament activities, awarding of prizes, general clean-up, post-tournament/post-convention follow-up (thank-you letters to sponsors, payments to course/caterer/etc.)

2. TEAMS

The maximum number of golfer registrations that can be accepted is 144.

One member of the ARMAA Golf Committee shall be responsible for setting up the foursomes. In setting up the foursomes, the member shall make every effort to ensure that teams are evenly weighted, with respect to golf skills, so that no one team or teams has a distinct advantage in terms of opportunity to win the tournament.

The Golf Committee shall not entertain specific requests from participants to be "teamed up" with other particular players, except in the following circumstances:

- a husband and wife wanting to golf together;
- ARMAA Board members golfing with fraternal delegates attending the conference;
- the ARMAA President golfing with a special dignitary (Provincial minister, Mayor of the host community, etc.);
- the ARMAA President golfing with a particular conference/tournament sponsor, for tournament/conference benefit (to seek/ensure a high level of participation from that sponsor)

3. SPONSORSHIP OPPORTUNITIES

The Tournament shall have the following level of sponsors:

a) Hole Sponsors:

- a maximum of two golfers per Hole Sponsor;
- extra golfers can be allowed, upon payment of the full tournament fee;
- Hole Sponsor may place signage on their assigned hole;
- Hole Sponsor also recognized in Tournament booklet and at awards presentations

Hole Sponsorship fee is \$1,000.00

b) General Sponsors

- a maximum of one golfer per General Sponsor
- no extra golfers allowed (must move up to Hole Sponsorship if wanting additional golfers
- General Sponsor recognized in Tournament booklet and at awards presentations

c) General Sponsorship fee is \$500.00

d) Hole-in-One Sponsors

- may be limited opportunities for hole-in-one sponsorships (Tournament course may not have enough insurable par-3 holes [sufficient distance for insurance coverage)
- hole-in-one insurance payment, by the Hole-in-One Sponsor, does not preclude the Sponsor from paying the Tournament sponsorship fees, if wanting to golf/attend barbeque, unless providing some other benefit to the Tournament (a hosted/complimentary beverage service, for example)
- must provide their own hole attendees (persons to monitor the hole-in-one attempts)
- number of golfers permitted is dependent upon fee paid: if Hole in One Sponsor pays \$500 to ARMAA Tournament, allowed one golfer; if Hole in One Sponsor pays \$1,000 to ARMAA Tournament, allowed two golfers.

e) Meal/snack sponsorships:

- Breakfast sponsor
- Lunch sponsor
- Snack sponsor
- Supper (barbeque) sponsor

As all of the above are substantial cost sponsorships, the sponsors of these will be allowed a maximum of two golfers at no additional cost.

f) Other Sponsorships:

The Golf Committee will consider other forms of sponsorships as brought forward by potential sponsors (i.e. golf cart sponsors, registration gifts sponsor, etc.)

4. SIGNAGE/ADVERTISING

Generally, sponsors shall be permitted to bring advertising to the golf course/clubhouse, provided that:

- the golf club approves such signage;
- the signage does not interfere with the clubhouse/course amenities;
- the signage does not block movement around the clubhouse, during the post-tournament activities.

For the Hole Sponsors: Hole Sponsors shall be responsible for supplying and placing their own signs at the hole, and for picking up said signage post-tournament. Any signage left behind, following the Tournament, becomes the property of ARMAA and can be disposed of at any time thereafter, by the Golf Committee.

5. MEALS

Tournament meals shall consist of the following, at a minimum:

Breakfast: A hot breakfast with eggs, waffles or pancakes, at least one meat (bacon, sausage, ham), and hash browns; juice, coffee/tea.

Lunch: Dependent on the course and situation, golfers will be provided the opportunity for a hot lunch, consisting of a hamburger, hot dog or smokie, chips or chocolate bar, and non-alcoholic drink.

Supper: A full barbeque supper consisting of salad, steak, baked potato, vegetables, garlic bread or (plain) buns, dessert, coffee/tea.

Meal costs shall be covered within the Tournament registration fees, Sponsorship costs, or by separate payment (for those conference attendees/spouses who do not golf but would like to attend the supper)

6. PRIZES AND REGISTRATION GIFTS

Each golfer entering the Tournament shall receive a sleeve of ARMAA golf balls and tees as a registration gift. The Tournament Committee shall determine, on an annual basis, whether other registration gifts shall be provided.

There will be team prizes for the following finishes:

First place: a major prize, an individual trophy or plaque, and golf balls

Second place: a major prize (different from the first place prizes), and golf balls

Most Honest: a major prize (can be the same as second place) and golf balls

Hole prizes shall be determined just before the start of the Tournament, by either the ARMAA Golf Committee, or Committee members as selected by the Committee Chair.

The Tournament shall also have a major prize draw at the conclusion of the Tournament, consisting of a \$2,000 travel voucher, for ARMAA members only. There will also be draws for a number of minor gifts (gift cards) for ARMAA members as well.

7. MISCELLANEOUS

Bus transportation shall be arranged, from the conference centre or primary lodging facility, to and from the course, for those wishing to take same. Departure times will be dependent on distance to and from the course, traffic flows, etc., but shall be arranged to ensure arrival at the course in sufficient time for golfers to have breakfast and prepare to golf. At the tournament end, the bus shall depart for the conference centre/primary lodging within a half hour of the conclusion of supper and prize awarding.

Consumption of food or beverages on the bus shall be at the discretion of the bus company.

Additional golfers for Hole Sponsors (that is, if the Hole Sponsor wants to register more than two golfers) will be accepted at a cost that covers off the green fees, cart, all meals and snacks, gratuities and GST.

ARMAA Educational Bursary

Policy Number: 01-15

Date: May 28, 2015

Purpose:

ARMAA supports and promotes continuing education and professional development for all members employed by a rural municipality.

Procedures:

ARMAA will budget on an annual basis \$1,000.00 to fund two Educational Bursaries.

ARMAA will present each year an educational bursary in a value that does not exceed \$500.00 per recipient to support and promote professional development.

Eligibility

1. An educational bursary is available to any active member in good standing employed by a rural municipality.
2. Any individual may only receive one bursary within a 3 year period..

Criteria for Selection

1. For the purpose of this bursary “course” shall mean a seminar or educational offering whether an individual offering or as a part of a certification program, delivered through direct attendance, correspondence or electronic medium.
2. Course or educational opportunities proposed by the applicant must be directly related to Local Government Administration in Alberta.
3. Financial need is not necessarily the main factor in selection, but preference may be given if the bursary enables a candidate to participate in a course or educational opportunity they may not otherwise be able to participate in.
4. Applicants must demonstrate a commitment to Rural Local Government Administration by stating career goals, past and present contributions to local government administration and by way of personal investment in the proposed course or educational opportunity.

Applications and Selection Process

1. Applications must be submitted to the Executive Director no later than March 31st of each year.
2. Applications must be received prior to the commencement date of the course or educational opportunity.

3. Applications must contain all of the following:
 - a) Details of the course or educational opportunity.
 - b) A statement of the career, education and professional goals of the applicant and how the proposed course or educational opportunity will assist in the attainment of these goals.
 - c) All costs estimated to be incurred and any contributions that will be made by the applicant, the applicant's employer, or any other source of funding.
4. The ARMAA Executive will review all applications and award bursaries no later than June 1st of each year. The decision of the Executive will be final and will not be open to appeals.
5. Recipients will be recognized at the annual conference.
6. If no applications are received or if there are no applicants that meet the specified criteria, the Executive reserves the right to extend the deadline.

Use of Bursary Funds and Accountability

1. The successful recipient shall receive one half of the approved Bursary amount directly following the selection process. The remainder shall be paid once the recipient submits to the Executive Director an accounting of the use of funds.
2. Bursary funds shall be used to defray costs of tuition, registration, course materials, travel or accommodations for the course or educational opportunity cited in the application.
3. Bursary funds must be used within a 1 year period.
4. A full accounting of the use of Bursary funds must be submitted to the Executive Director no later than one month following the 1 year period.
5. Any unused funds must be returned to ARMAA.
6. Failure to provide the required accounting or failure to return unspent funds will result in the denial of membership.

ARMAA Conference Sponsorship

Policy Number: 01-16
Date: June 3, 2016

Purpose:

ARMAA welcomes and encourages corporate sponsorships for their Annual Conference.

Procedure:

On an annual basis, ARMAA will solicit corporate sponsor donations for the Conference. Sponsorship opportunities will be as follows:

Key Note Speaker - \$10,000

Any corporation providing funds for the Key Note Speaker shall be given the opportunity to attend the Key Note session and bring up to a maximum of 10 company employees. The Corporation shall be given the appropriate verbal recognition for their contribution. They will be listed in the Conference Agenda and published on the ARMAA website as a Conference Sponsor.

Platinum Sponsor - \$4,500 to \$5,000

Any corporation providing Platinum Sponsorship shall be allocated one half our speaking time on the Conference Agenda. . The Corporation shall be given the appropriate verbal recognition for their contribution, they will be listed in the Conference Agenda and published on the ARMAA website as a Conference Sponsor.

Gold Sponsor- \$2,500 - \$ 4,000.00

The Corporation providing Gold Sponsorship shall be given the appropriate verbal recognition for their contribution. They will be listed in the Conference Agenda and published on the ARMAA website as a Conference Sponsor.

Silver Sponsor - \$1500 - \$2,000

The Corporation providing Silver Sponsorship shall be given the appropriate verbal recognition for their contribution. They will be listed in the Conference Agenda and published on the ARMAA website as a Conference Sponsor.

Bronze Sponsorship – Up to \$1499

The Corporation providing Bronze Sponsorship shall be give the appropriate verbal recognition for their Contribution. They will be listed in the Conference Agenda and published on the ARMAA website as a Conference Sponsor.

**ARMAA
TRAVEL EXPENSE POLICY**

Policy Number 01-18

Date: June 11, 2018

Purpose:

The Alberta Rural Municipal Administrators Association (ARMMA) will reimburse the Executive, appointed Committee Members representing ARMAA and the Executive Director for travel and meal costs as follows:

Meals

Meals may be reimbursed without receipts at the following rates:

- Breakfast: \$20.00
- Lunch: \$20.00
- Dinner \$30.00

Alternatively, meals may be reimbursed upon the production of original receipts for the total amount of the receipt including taxes and a maximum gratuity of 15%.

Mileage

The kilometer rate will be paid in accordance with the Canada Revenue Agency (CRA) rate of \$0.58 per kilometer travelled for the first 5000 km and \$0.48 per Kilometer for mileage over 5000 km, in any given year.

**ARMAA
Membership Status – Employment Transition or Leave**

Policy Number: 01- 19
Date: November 12, 2019

Purpose: ARMAA recognizes that its members are the most valuable resource and recognizes that members may experience voluntary or involuntary transition from their member-eligible employment. Members may also need to take extended leave for a variety of reasons. This has the potential to create significant upheaval and uncertainty in the life of an ARMAA member. ARMAA is providing the following rules to provide clarity regarding the status of membership for members in transition or on leave.

Procedures:

1. Membership in ARMAA ceases upon termination of eligible employment or upon a leave, under the following circumstances:
 - a) A member is retiring and does not plan to seek full-time member-eligible employment; or
 - b) A member has terminated their employment due to accepting non member-eligible employment; or
 - c) A member's leave extends beyond a period of twelve (12) months; or
 - d) A member's employment was terminated for cause. Should a for-cause termination be under a legal challenge for wrongful dismissal, the membership will be extended until a settlement or decision is reached, or for a maximum of six (6) months, whichever is less. Should the for-cause termination prevail after a legal challenge, membership will be terminated upon the day of the decision of the court or the settlement. Should a for-cause dismissal be found unsubstantiated, Section 2 shall apply.
2. Membership in ARMAA, including remaining on the Board, but not being eligible to be elected or re-elected to the Board, continues upon termination of member-eligible employment or leave under the following circumstances and conditions (except in the case of an unchallenged or verified for-cause termination):
 - a) For a maximum period of twelve (12) months when a member is continuing to seek employment. However, during that twelve-month period, if a member accepts permanent employment that is not member-eligible, their membership is terminated upon the date of commencement of that employment.
 - b) A member accepts an interim member-eligible position during the twelve-month period in 2(a) above. Membership is extended for the duration of the interim position. Upon termination of that interim position, the twelve-month period in 2(a) above is reset.
 - c) Up to a maximum period of twelve (12) months while on a leave.
 - d) Notwithstanding sections 1 (a)&(b) above, membership of a board member may continue for a period of up to two months after termination of employment, in order for an election to be held for their position on the Board.
3. The above actions will be implemented primarily upon the "honour system", that being, dependent on communication to ARMAA from individual members as to their own circumstances. Other than the honour system, ARMAA will effect a change in membership for a member upon verifiable information from other members that a member is no longer eligible for membership or election to the Board.
4. The Board may upon consent, consider exceptions to the above in extraordinary circumstances.

ARMAA
Accounts Payable Approvals and Disbursements

Policy Number: 01-21

Date: June 4, 2021

Purpose:

The Alberta Rural Municipal Administrators' Association (ARMAA) recognizes the need for both financial oversight and efficiency in its AP processes.

Procedures:

1. Amounts owed by ARMAA may be approved for electronic payment via a written approval from of any two of the three signing authorities. Email is an acceptable method of approval.
2. Approved forms of electronic payments include EFT, Bank Transfers, and Interac E-Transfer.
3. Cheques must be physically signed by at least two of the three signing authorities.