

# GOVERNANCE POLICIES MANUAL



## INTRODUCTION

This manual includes Governance Policies endorsed by BC Humanist Association (BCHA). These are policies related to the organization itself. Policies related to humanist positions which BCHA may take or campaigns it may develop are not included. These governance policies are reviewed and updated regularly.

*Policies describe WHAT to do. Procedures describe HOW to do it.*

A POLICY CAN BE: a governing principle, a guideline or framework for carrying out work, a way for the board to delegate authority and still maintain control, or a definition of the values and the philosophies of the organization.

A GOOD POLICY:<sup>1</sup>

- Is based on the values of the organization
- States what is believed, valued and desired
- Is a general statement of a board's beliefs on a certain matter
- Tells what and why certain things are wanted
- Forms a clear basis for the development of and implementation of regulations and procedures
- Provides direction but does not prescribe methods for arriving at the result
- Permits board and staff to interpret it in such a way as to adjust for changing conditions without making basic changes in policy
- Provides a standard for evaluating the performance of the board and staff
- Is explicit and uses plain language

This governance policy manual ensures that policies are available to those who will be implementing them. For example, the board will ensure that board members and the Executive Director have copies or access to all policies, and that staff and volunteers carrying out the work of BCHA have access to policies that affect their work. BCHA also makes its governance policies available to all members and welcomes suggestions and comments.

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<sup>1</sup> Adapted from the Tool Boxes in Governance and Management for Canadian Community Foundations (Community Foundations of Canada) and Dalhousie University Continuing Education.

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*Note: The board will develop additional governance policies as needed.*

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## 1.0 POLICY TYPE: FOUNDATIONAL POLICIES

### 1.1 MISSION, VISION AND VALUES

The British Columbia Humanist Association has been providing a community and voice for Humanists, atheists, agnostics, and the non-religious of Metro Vancouver and British Columbia since 1982. We support the growth of Humanist communities across BC, provide Humanist ceremonies, and campaign for progressive and secular values.

We are a registered charitable organization. Our mission is:

- to promote the ideas and philosophy of secular humanism by all available means of education and communication;
- to serve the educational needs of its members and others of humanistic, scientific and naturalistic outlook, in a democratic, non-dogmatic manner free from authoritarian doctrine;
- to provide opportunities for fellowship, study and service at all levels of humanistic endeavour, and to advance the values and welfare of humanity in dedication to the continuing enhancement of human life through human effort and understanding;
- to offer and provide meaningful ceremonies to members and non-members at significant times such as marriage and death; and
- to elaborate and to express publicly Humanist positions on issues of concern to people, including values, morality and ethics.

### 1.2 CONSTITUTION AND BY-LAWS

Documents are available at [www.bchumanist.ca/governance](http://www.bchumanist.ca/governance)

## 2.0 POLICY TYPE: BOARD RESPONSIBILITIES AND FUNCTIONS

### 2.1 ROLES AND RESPONSIBILITIES OF BOARD MEMBERS

*Adopted: January 18, 2017*

*Latest amendments: January 27, 2020*

As a member of the Board of the BCHA, I agree to:

1. **Attend** all board and committee meetings
2. **Stay informed** about the BCHA's mission, policies, campaigns and programs
3. **Review the agenda** and relevant materials prior to board meetings
4. **Join a committee** or volunteer to lead a task force
5. **Donate** to the BCHA
6. **Ask others** to join and donate to the BCHA
7. **Suggest possible candidates** for the board
8. **Keep up-to-date** on developments in Humanism
9. **Observe** the BCHA's policies
10. **Refrain** from making special requests of staff

**All members of the Board will:**

- Hire and set compensation of the executive director to run the day-to-day management activities of the organization and evaluate the performance of the executive director;
- Ensure all bylaws, policies and acts relating to the activities of the BCHA are adhered to in accordance with ethical practice;
- Decide by consensus or majority vote which actions and uses of resources best serve the interests of the BCHA and what changes, if any, need to be made to the its stated purposes;
- Ensure that the BCHA adheres to its stated purposes, and that its activities advance its mission;
- Ensure prudent use of all assets, including facility, people and good will of the BCHA;
- Provide foresight, oversight and insight into the day-to-day activities of the BCHA;
- Bring issues and concerns to the Board as a motion and discussion as needed;
- Be involved in fundraising events and volunteer their time and/or recruit volunteers for such events;
- Participate in board meetings and email discussions of issues facing the organization;
- Adjudicate any disagreements as to which activities are prudent, advance the mission, are ethical and are in the interests of the BCHA;
- Make decisions in the best interest of the BCHA;
- Treat discussions on the board email list or at board meetings as confidential, in order to ensure board members and staff are able to speak freely and

- Maintain the confidentiality of discussions with other board members and staff after retiring from the board.

#### **The President:**

- Ensures that the Board of Directors and its members are aware of and fulfill their responsibilities and comply with applicable laws and bylaws;
- Chairs the meetings, and along with other Board members, proposes policies and practices; hires and directs the Executive Director.
- Reports to members of BCHA, as required, and performs other duties as the need arises and/or as defined in the bylaws;
- Ensures that an agenda is planned for board meetings, chairs meetings and encourages all members to participate in discussion, arrives at decisions in an orderly, timely and democratic manner and
- Ensures that periodic performance reviews of the executive director are conducted and participates in the hiring and evaluation of the Executive Director.

#### **The Vice President:**

- Assumes the role of the president as needed.

#### **The Treasurer:**

- Oversees the financial matters of BCHA with good practice and in accordance with the bylaws and legal requirements;
- Reports on the current financial position to the board of directors at each board meeting, which includes an update on funds received and spent since the last report;
- Assumes a leadership role on board committee or initiatives related to financial matters and ensures that proper accounts and records are kept, ensuring financial resources are spent and invested in line with BCHA policies;
- Ensures that the charity's annual accounts are compliant with the CRA guidelines and returns are filed in a timely manner and
- Attends and take part in discussions related to matters of the BCHA.

#### **The Secretary:**

- Is responsible for maintaining accurate documentation of board meetings, reviewing and updating minutes as necessary;
- Ensures the minutes of meetings are approved and a copy is maintained in the BCHA records;
- Ensures that sufficient documentation exists to meet legal requirements;
- Ensures the availability of the minutes of meetings as required;
- Ensures copies of the minutes of meetings are distributed to all board members;
- Ensures safe storage of minutes of meetings and that they are readily accessible as necessary;

- Ensures that minutes of meetings include date, time, location of meeting; those present and absent, list of items discussed, list of reports presented, and motions presented and disposition;
- Signs a copy of the final, approved minutes and ensures that this copy is maintained in the corporate records and
- Attends and take part in discussions related to matters of the BCHA.

### **The Members at Large**

- Attend meetings, take part in all discussions, vote motions set forward and take on assigned jobs as required.

## 2.2 BOARD ELECTIONS

*Approved: March 6, 2018*

*Latest amendments: May 18, 2021*

1. Prior to sending out notice of the Annual General Meeting (AGM), the board will appoint one director who is not standing for re-election as the Returning Officer; if no board member is available, any member in good standing may be appointed instead.
2. Contact information for the Returning Officer and the number of vacancies on the Board shall be included with the notice of the AGM.
3. Members wanting to stand for election to the Board must apply by email to the Returning Officer at least two weeks prior to the AGM. The application should include the member's full name, email address and a brief biography (under 250 words) to include on AGM notice on the BCHA website.
4. In the event that fewer applications are received than vacancies, the application period will be extended by one week.
5. Nominations will not be accepted from the floor at the AGM.
6. The Returning Officer will ensure that all members who have applied to stand for the board are eligible according to the BCHA bylaws. Applicants must be:
  - a. At least 18 years of age, where one director aged 16 or 17 may be elected as a youth representative;
  - b. A member of the BCHA in good standing for at least six months prior to election; and
  - c. Not ineligible according to Section 44(3) of the *Societies Act* (see Appendix). For purposes of interpreting (b), a member must be current at the time of the AGM and must have first become a member at least six months prior.
7. **Elections:** If there are more nominees than vacancies, an election will be held by electronic means prior to the AGM. The Returning Officer shall set up an online voting system, within a budget set by the board, to
  - a. prepare ballots listing candidates alphabetically by surname;
  - b. distribute ballots only to current members, with the ballots instructing members to vote for no more candidates than there are vacancies;
  - c. provide a voting period of five days, unless the nomination deadline is extended under section 4, in which case the voting period is three days;
  - d. conclude voting 24 hours prior to the start of the AGM;
  - e. count the completed ballots, such that:
    - i. Blank ballots and ballots for more candidates than there are vacancies shall be deemed invalid and excluded from the count.
    - ii. Any candidate may request a recount by the Elections Officer and an independent scrutineer. There may only be one recount.
    - iii. The candidate(s) who receive the most votes are elected.

In the event of a tie between two or more candidates for one vacancy, the Returning Officer will determine the winner at the AGM by drawing lots. The Returning Officer will announce the results of the election at the AGM and make a motion to certify the results. Within one month of the AGM, the Returning Officer will destroy the ballots.
8. The Returning Officer shall ensure all newly elected board members sign a copy of the Board Roles and Responsibilities document.



9. For greater clarity, the Returning Officer may solicit support in any of their duties from the Executive Director or any person who is not standing for election.

## Appendix: Societies Act

### **44 Persons qualified to be directors**

- (1) A person is qualified to be a director of a society only if the person is an individual who is at least 18 years of age.
- (2) Despite subsection (1), an individual who is 16 or 17 years of age is qualified to be a director of a society if provided for in the regulations.
- (3) Despite subsections (1) and (2), an individual is not qualified to be a director of a society if the individual is
  - (a) found by any court, in Canada or elsewhere, to be incapable of managing the individual's own affairs,
  - (b) an undischarged bankrupt, or
  - (c) convicted in or out of British Columbia of an offence in connection with the promotion, formation or management of a corporation or unincorporated entity, or of an offence involving fraud, unless
    - (i) the court orders otherwise,
    - (ii) 5 years have elapsed since the last to occur of
      - (A) the expiration of the period set for suspension of the passing of sentence without a sentence having been passed,
      - (B) the imposition of a fine,
      - (C) the conclusion of the term of any imprisonment, and
      - (D) the conclusion of the term of any probation imposed, or
    - (iii) a pardon was granted or issued, or a record suspension was ordered, under the *Criminal Records Act* (Canada) and the pardon or record suspension, as the case may be, has not been revoked or ceased to have effect.

## 2.3 BOARD MEETINGS

*Approved: January 27, 2020*

*Adapted from the Ontario Library Association<sup>1</sup>*

### Definitions

**Consent agenda:** To maximize meeting time and to move business along, a consent agenda contains routine or uncontroversial matters that do not require discussion and can be voted/approved in one motion. Should a question arise about an item on the consent agenda a meeting participant may ask for this to be ‘lifted’ for discussion at the meeting. The item would then be added to the meeting agenda.

**In-camera:** While transparency is important for the work of any board, there may be times when a portion of the meeting is conducted in privacy or ‘in-camera’. The minutes and business of this portion is recorded and kept separately from the meeting minutes. Staff may be asked to leave the meeting during an in-camera session. A motion must be presented to move the meeting in-camera, and out of camera.

**Quorum:** A majority of 50% of the Directors of the Board shall form a quorum for the transaction of business.

**Rules of Order:** Rules of Order ensure that meetings run effectively and fairly, ideas are discussed and debated, and important business is documented. The level of formality in use of rules of order can vary from board to board. The BCHA refers to *Roberts Rules of Order Newly Revised, 11ed* when needed.

### Procedures

#### *Chairing the meeting*

The president shall preside over all meetings of the members of the Association, the Board of Directors and the Executive Committee (if any). During the absence or inability of the President, these duties and powers may be exercised by the Vice-President. In the event the President and Vice-President are absent or unable to preside, the members of the body present, provided a quorum is present, may elect or appoint another to preside.

BCHA committees and task forces have assigned chair positions as per their terms of reference.

During meetings, the chair should:

- Encourage participation by all members.
- Allow time for all views and sides of an issue to be heard and discussed before a vote.

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<sup>1</sup>

<https://www.accessola.org/web/Documents/OLA/About/Policies/G2.3%20Board%20Meeting%20Policy.pdf>

- Ensure members understand the discussions and terms of an issue by asking for clarification when necessary.
- Summarize discussions before voting or moving on to the next item.
- Keep the meeting on schedule by adhering to the agenda and keeping board members on topic.
- Manage conflicts that arise during the meeting.
- Ensure decisions are made clearly and explicitly (by vote or consensus) so that there is no room left for misunderstanding or misinterpretation.
- Read or call for motions, call for votes on an issue, ensure votes are counted and recorded in the minutes (if required).
- Ensure that the recorder of minutes reflects attendance, motions and votes.

Here are the essential rules of order meetings follow:

- **Obtaining ‘the floor’:** the chair will acknowledge Directors who raise their hand to participate. The chair will call upon those members participating electronically to solicit their comment, if any. This process is helpful and orderly when multiple members wish to comment on an item. All members of the meeting should have the opportunity to comment before the discussion closes.
- **Motions:** Motions ensure that any business or actions that are important are put forth for discussion and decision and are recorded in the minutes. In the interests of time, a motion need not be seconded. Moving a motion puts the business on the table for discussion. This does not mean the mover endorses the particular item.
- **Vote on a motion:** After debate/discussion usually a show of hands for yes/no or a statement of abstention at which point the motion is carried or defeated.

### *Agenda*

Effective agenda development ensures Board members understand the process for the development of, and have an opportunity to have input into, the agenda.

- It is the responsibility of the President, with support from the Executive Director, to develop the agenda for board meetings. This includes requesting board members to submit any items in advance.
- For BCHA committees, it is the responsibility of the chair to develop the agenda in consultation with committee members.
- A board or committee member who wishes to add an item to the agenda or to be provided with additional information should contact the chair in advance, or may put forth an item at the time of the meeting.
- Agendas are to be provided no less than 5 days before a meeting to the board or committee members.
- The chair will advise if an item should be discussed as part of the agenda, or to be provided in advance as a consent agenda item.
- Sample standard and non-traditional agendas are provided on the next page. The President or committee chair may adapt these as needed.

### ***Standard Board Meeting Agenda***

1. *Call to order*
2. *Land acknowledgment*
3. *Approval of agenda*
4. *Consent agenda*
  - a. *Acceptance of previous meeting minutes*
  - b. *Acceptance of the Executive Director's Report*
  - c. *Acceptance of any Committee Reports*
  - d. *Acceptance of reports of any other directors*
  - e. *Acceptance of correspondence*
  - f. *Approval of any previously vetted motions*
5. *Unfinished business from previous meeting*
6. *Treasurer's Report*
7. *Reports requiring discussion*
8. *Motions arising from any reports*
9. *New business*
10. *Adjournment*

### ***Non-traditional Board Meeting Agenda<sup>1</sup>***

1. *Welcome and call to order*
2. *Land acknowledgment*
3. *Context for the meeting*
  - *Reading of the mission statement and/or president's remarks*
4. *Board member briefing and Q&A*
  - *Take 15 minutes each meeting to rotate among board members sharing any life experiences or professional knowledge that might be helpful to the Board. Equal time should be given for the briefing and Q&A (7 minutes each).*
5. *Upcoming campaigns, events or program planning*
  - *Substantive discussion of the current work of the organization*
6. *Open-ended discussion on outside factors*
  - *Include a strategic discussion at every meeting*
7. *Minutes and commitments review, including consent items*
  - *Review what people committed to do and check on progress.*
8. *Treasurer's report*
9. *Discussion with the Executive Director*
  - *An opportunity to ask about the ED report, limited to 10 minutes*
10. *Reflections (optional)*
  - *A quick sentence from each Board member on how the meeting went*

<sup>1</sup> Adapted from <https://www.boardeffect.com/blog/nonprofit-board-meeting-agenda-sample/> which is drawn from <https://blueavocado.org/board-of-directors/and-now-for-a-different-type-of-board-agenda/>

## 11. Adjournment

### Minutes

Minutes reflect the intent of an action item without providing all the discussion details. Minutes are legal documents of the BCHA, and should be recorded in a manner to be read in the future and by people who may not have been present at the meeting. While it's important that all motions, decisions and action items are recorded, it's equally important that there be some context to how the decisions were made but not detail discussions leading to that decision.

- Minutes of board meetings shall be recorded and maintained by the Secretary, with support from the Executive Director.
- Minutes of BCHA committees shall be recorded and maintained by the secretary of that committee.

At a minimum, minutes need to include:

- The date and location of the meeting
- Members who were present for voting
- Motions put forth
- Amendments to motions
- The outcome of the motion (carried or not) and may include upon demand record of the vote including dissenters and those who voted in abstention or by proxy.

### Frequency and Location

- Board meetings shall be held every six to eight weeks.
- The President will develop a calendar of meetings annually by January 2. The calendar will include all board meetings and the Annual General Meeting.
- The calendar will be published to the members' site.
- The board shall meet at such location it determines and pending budget constraints. Members may also participate remotely. It is at the discretion of the President to schedule additional meetings.
- All committee meetings are to be scheduled with a minimum of one week's notice.
- At the discretion of the chair, committee meetings may be held partially or completely virtually and must be organized so that all participants can communicate with each other adequately and simultaneously. Persons participating virtually are deemed to have attended that meeting.

### Participation and Attendance

Upon request, members in good standing may be permitted to attend board meetings in person or remotely as non-voting observers. Members and interested parties are welcome to contact the president or the committee chair to make a request or bring forth an issue for discussion at a meeting prior to the preparation of the agenda.

## In-Camera

Upon completion of the items on the agenda of a regularly scheduled board meeting, the Board will move into a closed, or, in-camera session to discuss confidential or sensitive items.

- All matters brought before an in-camera session remain confidential until they are moved by the board to an open session; a resolution should be passed with respect to those items that are to be moved to an open session.
- During an in-camera session, all persons who are not meeting members shall be excluded from the meeting unless otherwise approved by the chair.
- A separate agenda shall be prepared for in-camera sessions indicating the items to be considered during the session. The agenda and any supporting materials shall be clearly marked confidential and shall be handled and secured in a manner that respects the nature of the material.
- Voting during an in-camera session shall take place according to the regular provisions governing meetings.
- Minutes of in-camera sessions shall be recorded and shall be marked confidential and shall be secured in a manner that respects the nature of the material.
- Minutes of an in-camera session shall be presented for approval at a subsequent in-camera session.

## Board Meetings without Staff

- The board shall meet without staff from time to time, as determined by the president, for the purpose of evaluating the board's relationship with staff, as well as its oversight of, and the quality of, information provided by staff.
- Such meetings shall not be considered to be meetings of the Board but rather will be information meetings only.
- The president shall immediately communicate with the Executive Director any relevant matters raised during the meeting.

## Staff Support for Meetings

Staff can assist with:

- Scheduling meetings
- Preparing the agenda and meeting packages (together with the president or chair)
- Arranging online or teleconference access
- Booking meeting space

Unless otherwise delegated, staff are not responsible for taking minutes.

## 2.4 BOARD MEMBERS COMMUNICATIONS POLICY

*Approved: March 15, 2021*

*Amended: June 21, 2022*

1. The Association will provide to each Board Member an email address in the format: FIRSTNAME.LASTNAME.BOARD@bchumanist.ca after their election or appointment to the Board.
2. This account shall only be used for Association business.
3. Board Members shall not use personal email accounts for external Association communications.
4. Inappropriate use of emails - Board Members must not:
  - a. Use their email for illegal or unlawful purposes, including copyright infringement, libel, slander, fraud, defamation, plagiarism, harassment, intimidation, forgery, impersonation, soliciting for illegal pyramid schemes, and computer tampering (eg spreading of computer viruses).
  - b. Send unauthorized marketing content or solicitation emails.
  - c. Intentionally spam other people's emails, including other members.
  - d. Exceed storage limits (30GB).
5. Board Members shall at all times use their email accounts in accordance with the Association's Code of Conduct, Privacy Policy, and general best practices.
6. At the end of a Board Member's term, the Association shall revoke their access to the account.
7. At all times, during and after a Board Member's term, the contents of their accounts shall remain the property of the Association.
  - a. The contents of Board Members' email accounts shall be retained and archived by the Association as appropriate and required by law, Association bylaw, or policy.
  - b. The contents of Board Members' email accounts may be accessed by the Board at any time.
  - c. The contents of Board Members' email accounts may be disclosed to third parties by Board, where such disclosure is required by law or is determined by the Board to be an appropriate step.

## 3.0 POLICY TYPE: ORGANIZATION AND MEMBERS

### 3.1 MEMBERSHIP

*Approved September 8, 2015*

*Latest Amendments: October 17, 2022*

#### Membership Applications

1. Any individual who agrees to uphold the constitution, bylaws, the Statement of Values and Principles and policies of the BC Humanist Association may apply for membership in the BCHA. By submitting an application, an individual attests to having read and agreed to these documents.
2. Applications must be made in writing either online or by a completed application form (see Appendix) mailed to the BCHA's registered address. Applications must be accompanied by the relevant membership dues.
3. The executive director will present a list of recent applications for membership to the Board at each regular board meeting during an *in-camera* session. The Board will decide by majority vote whether to accept or reject membership applications.
4. Until a membership application is accepted by the Board, it is pending. An individual with a pending membership does not have any of the rights or privileges of a member.
5. After being accepted by the Board, the membership will be considered to have started on the application date.

#### Membership Dues

6. Membership dues may be paid annually or monthly.
7. A membership paid annually is current for 12 months from the application date. A membership paid monthly is current until one month after the last payment is received. A Life membership does not expire.
8. Minimum membership dues, effective April 19, 2019, are \$10 annually or \$3 per month.
9. Applications for life memberships are closed.
10. The Board may consider a request in writing to waive dues in cases of financial hardship.
11. If an individual's membership is rejected, the BCHA will refund any dues paid within 15 days.

#### Membership Rights and Privileges

12. By joining the British Columbia Humanist Association, members will receive:
  - a copy of the BCHA's Constitution, Bylaws, Statement of Values and Principles and links to current policies by email;
  - access to the BCHA members' site;



- a BC Humanist Association email, free to use in accordance with the members' email policy;
- email updates from the BCHA (otherwise available free of charge);
- the right to notice of, and attendance at, general meetings of the BCHA;
- consistent with the BCHA's bylaws and policies, the right to vote at members' meetings and in elections for the Board of Directors;
- a tax receipt for the full value of any membership dues paid; and
- the knowledge that they are helping build the Humanist community in BC and supporting campaigns for secular and progressive values.

### Membership Termination

13. Memberships are automatically terminated if not paid within six months of their renewal date. After a membership is terminated, an individual may make a new application membership.
14. The Board may terminate an individual's membership in accordance with the bylaws.

## 3.2 CODE OF CONDUCT

*Approved: September 27, 2017*

*Latest amendments: July 15, 2019*

Adapted from the Washington Area Secular Humanists

The BC Humanist Association (BCHA) is committed to providing an open and welcoming community that respects every member's personal integrity and reasonable participation. BCHA activities, whether organized or informal, should be fun, friendly and informative.

1. This policy covers conduct by persons attending BCHA-sponsored events or in BCHA-sponsored printed or electronic media or when formally representing BCHA at other venues. It also covers all staff and volunteers in the performance of their duties and members' interactions with staff and volunteers.
2. The consequences of violation can include but are not limited to loss of membership and participation privileges with BCHA and its hosted and co-hosted activities, as well as with collaborating organizations (at their discretion).
3. The general rule of conduct is friendly interactions without harassment.
4. Discussion and disagreement are encouraged as part of free inquiry, but must not take the form of personal attacks, and must respect each member's right to withdraw from debate and organizers' authority in managing events.
5. When possible, members should give each other the benefit of explaining behaviour found offensive or unwelcome. But explanations do not redeem violations, and those asked to stop any prohibited conduct — non-consensual or harassing — are expected to comply immediately.
6. Prohibited conduct may include but is not limited to:
  - harassment<sup>1</sup> related to gender, gender identity, gender expression, sexual orientation, disability, physical appearance, body size, race, age, ancestry, nationality, familial status, marital status, military status, pregnancy, socioeconomic status, or religion;
  - sexual images or displays in public spaces (except as appropriate to announced presentations or activities);
  - threats, abuse, or deliberate intimidation;
  - stalking;
  - harassing photography or recording;
  - sustained disruption of talks or other events;
  - inappropriate physical contact;
  - unwelcome sexual attention; or

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<sup>1</sup> Harassment, as defined by the BC Human Rights Clinic, is generally "conduct or comment that a reasonable person would consider to be objectionable or unwelcome. The conduct or comment typically humiliates, intimidates, excludes or isolates individuals and is often accompanied by threats or promises regarding opportunities and conditions. Harassment can be a single, serious incident or a series of repeated incidents." via <http://www.bchrc.net/harassment>

- any form of unwanted attention initiated or continued without reasonable grounds for mutual interest or consent.
7. In addition to the above prohibited conduct, as a registered Canadian charity, we are required to remove any partisan comments on our social media platforms that endorse or oppose a politician or political party.
  8. In general, members should seek explicit consent prior to directly messaging another member unless sender and recipient already know each other personally or it is an appropriate continuation of an BCHA conversation or activity.
  9. Promotion of other organizations and/or distribution of any promotional materials at a BCHA event or in any BCHA online forum requires prior approval from an BCHA organizer. Also please do not promote BCHA at any other organizations without first obtaining approval from that organization.
  10. Where video recordings and photographs are used for BCHA publicity or documentation of events, members may request that they not be tagged by name, or that photos and videos be modified to remove them, with no specific justification required.
  11. It is incumbent upon all employees, volunteers and members engaged with the BCHA not to condone or tolerate behaviour which constitutes **workplace harassment**. There is a duty upon all individuals to prevent workplace harassment by discouraging inappropriate activities and reporting all incidents of harassment including when such incidents may be by third parties.
  12. The BCHA takes a zero-tolerance approach to any acts of harassment perpetrated against or by employees for any reason. An employee that subjects another person to harassment may be subject to disciplinary action, up to and including immediate termination for just cause.
  13. Please report potential offenses to the relevant online or event organizer or to any BCHA staff or coordinator. Organizers may ban offenders from their activity at their sole discretion and shall inform BCHA staff as soon as possible for further action. BCHA staff may at their sole discretion ban offenders from any specific activity or suspend them from membership and future activities. Reports, bans and suspensions shall be recorded and shared with the full BCHA Board within seven days, and be handled at all levels with confidentiality and with anonymity of the complainant preserved unless otherwise agreed. Potential offenses may also be reported by phone (604-265-9298) or email ([info@bchumanist.ca](mailto:info@bchumanist.ca)). Such reports must include return contact information.
  14. Suspension from membership and participation in events must be resolved by the BCHA Board within three months, by reinstatement, probation as defined by the board, or expulsion according to the BCHA by-laws, or else the suspension ends. Appeals, whether for further investigation of potential offenses or for reinstatement, can be initiated by contacting any member of the BCHA Board. Appeals will be resolved by the full BCHA Board, or delegated to a non-leadership investigative committee, as appropriate to ensure a fair process and safe BCHA community.

15. BCHA prohibits retaliation against any staff or member who reports or participates in an investigation of a possible violation of this Code, policies or the law.

### 3.3 COMMUNICATIONS AND COMPLAINTS

*Adopted: March 8, 2016*

*Latest amendments: October 17, 2022*

1. The primary point of contact for the BC Humanist Association (BCHA) is the Executive Director at [exdir@bchumanist.ca](mailto:exdir@bchumanist.ca), (604) 265-9298 or to the Association's mailing address. General inquiries directed to individual members or members of the Board of Directors should be forwarded to the Executive Director.
2. The BCHA's external statements and positions will be made by the Executive Director in line with the BCHA's charitable purposes, its Declaration of Principles, its Statement of Values and Principles (the Amsterdam Declaration), its policies and positions, its past campaigns or following the lead of other prominent Humanist organizations.
3. All BCHA board members and employees must act in the interests of the organization and are therefore to refrain from criticizing statements made by the BCHA or its staff in public forums or with third parties. Upon their resignation or retirement, former board members must continue to treat as confidential any information deemed as such during their time on the board; they also remain bound by the BCHA's Code of Conduct.
4. BCHA board members or employees with concerns about statements made by the organization should first bring those concerns directly to the Executive Director for a timely response. If the response is deemed inadequate, the issue can be brought to the President of the Board of Directors for a board discussion and, if necessary, a revised position will be decided by a majority vote.
5. Formal complaints about the performance or activities of the Executive Director – excluding concerns arising under the Code of Conduct, which shall be dealt with in accordance with the Code – should be made in writing to the President of the Board of Directors. The complaint shall be kept in confidence among the Board of Directors and the Executive Director will be made aware of and given a chance to respond to the complaint. Following the Executive Director's response, the Board will agree its response, including any censure of the Executive Director, by a majority vote at a board meeting. Following that decision, the President will respond to the complainant.

## 3.4 LOCAL GROUPS

*Adopted: August 16, 2017*

*Latest amendments: March 6, 2018*

### Purpose

The Humanist community across British Columbia consists of numerous groups of diverse composition and structures. In its effort to fulfill its mission to serve the educational needs of Humanists and to provide opportunities for fellowship, study and service, the Board of the BC Humanist Association (BCHA) agrees the following local group policy to support Humanist groups in communities across the province.

### Guidelines

Local Groups shall conduct their affairs so as not to conflict with any provisions of the law, the policies or the bylaws of the BCHA. Local Groups may be legally distinct from BCHA but shall publicly identify their relationship with the BCHA.

### Formation

Any group of five or more members of BCHA in good standing may petition the Board to form a Local Group. The petition shall include the names of the members forming the group, the name of the member to be designated as Local Group Coordinator, and the proposed name of the group. The Board will review and act upon Local Group petitions as soon as possible. A simple majority vote of Directors is required to authorize formation of a Local Group. Group names shall be appropriate to the group's normal meeting location and include the word "Humanist" unless otherwise approved by the Board.

### Benefits

The BCHA will provide Local Groups with:

- Event listings on its website, bchumanist.ca, and in BCHA email newsletter
- Model bylaws, should the Local Group choose to incorporate
- Advice and support on building a membership and hosting events
- Connections with local media
- Promotion of local events & news on BCHA social media channels
- Opportunities to raise local campaign issues
- Opportunity to apply for BCHA grants and funding (at the future discretion of the Board)

### Operations

Local Groups will establish their own rules and procedures, including the method of choosing the Local Group Coordinator and the establishment of other officer positions. The Local Group Coordinator shall be responsible for ensuring that the Group's activities

conform to the bylaws of the BCHA and to other policies and procedures established by the Board. The Coordinator's primary point of contact with the BCHA is the Executive Director or their delegate. Whenever the Local Group Coordinator is replaced, the incoming Coordinator will inform the Executive Director of the BCHA of their acceptance of the position.

A Local Group may, at its discretion, appoint any member to be that Group's representative to the Board. If the appointee is not a Director, the Board shall invite them to attend all open Board meetings as a non-voting representative.

## Dissolution

Local Groups can discontinue their relationship with the BCHA:

- According to their democratic procedures, if any, or else through a petition signed by a majority of BCHA members in the geographic area; or
- By a majority vote of the BCHA Board.

### 3.5 MEMBER-LED POLICY DEVELOPMENT

*Adopted: March 6, 2018*

*Amended: October 17, 2022*

The BC Humanist Association (BCHA) welcomes the involvement of the membership in the development of policies listed in the Governance Manual or Issues Summary.

Members can directly submit comments or proposals to the Board for consideration in the following process:

1. Proposals for consideration may be submitted to the Board via the Executive Director (ED) or President. A proposal may be a fully formed statement or a broad idea for an issue the BCHA should take a stance on. It may also recommend the amendment or repeal of an existing statement or policy.
2. The President may reject a proposal or ask the sponsor to rewrite it if it:
  - a. would result in the BCHA taking a partisan position in support or opposition to specific political parties, candidates or elected officials,
  - b. conflicts with the law or BCHA bylaws,
  - c. is effectively identical to a proposal that has been rejected in the past year,
  - d. is outside the scope or purposes of the BCHA, or
  - e. appears dilatory, incorrect, frivolous or rude.

The President will provide a reason for rejection.

3. The President will include the proposals on the agenda of a Board Meeting at the next reasonable opportunity.
4. The proposal's sponsor may attend the meeting to make a brief presentation in support of the proposal.
5. The Board may refer the proposal for further study, amend it, adopt it or reject it.



## 3.6 PRIVACY

*Adopted: September 8<sup>th</sup>, 2015*

*This policy has been adapted from the British Columbia Civil Liberties Association.*

The BC Humanist Association (BCHA) is committed to protecting the privacy of visitors to our website, as well as our members and supporters. BCHA has established this Privacy Policy to explain what information we collect through our websites and at are events and how it is used. BCHA aims to comply with *Personal Information Protection Act* of BC.

In this policy, “BCHA” refers to BCHA staff, interns, volunteers, and consultants, as well as BCHA-affiliated local communities and student groups, all of whom are bound by law or contract to keep confidential information they receive as part of their assistance to BCHA.

### Information Collected

#### a. Website Visitors

Like most website operators, BCHA collects non-personally-identifying information of the sort that web browsers and servers typically make available, such as the browser type, language preference, referring site, and the date and time of each visitor request. BCHA’s purpose in collecting non-personally identifying information is to better understand how BCHA’s visitors use its website.

BCHA’s site also provides links to a wide variety of third-party websites, including interactive links to sites like Twitter or Facebook. We also allow our website to interact with other services, like social networking and video hosting websites. BCHA is not responsible for, and does not have any control over, the privacy practices or the content of such third parties. We encourage users to read the privacy policies of any website visited.

#### b. Contact Information

Certain visitors to BCHA’s websites choose to interact in ways that require our site to gather personally-identifying information. The amount and type of information that BCHA gathers depends on the nature of the interaction. For example, we ask visitors who sign up for our e-newsletter to provide their first and last name, along with a valid email address. Those who engage in transactions with BCHA – by purchasing a membership or an event ticket, for example – are asked to provide additional information, including as necessary the personal and financial information required to process those transactions.

### Use of Information

#### a. Aggregated Website Statistics

BCHA collects statistics about the behavior of visitors to its websites. For instance, the BCHA uses analytics software to collect information about which pages and posts are

most commonly visited and for how long. We will not publicly display this information, but we may share it with our website developers in order to improve our web presence.

#### b. Member and Donor Information

We use member and donor information to process and manage your membership or contribution. If you opt in, we will use your contact information to send you updates and alerts about our work. We retain primary control over our server-hosted contact information.

### Disclosure of Your Information

While BCHA endeavors to provide the highest level of protection for your information, we may disclose personally identifiable information about you to third parties in limited circumstances, including: (1) with your consent; or (2) when we believe it is required by law, such as pursuant to a subpoena or other judicial or administrative order.

If we are required by law to disclose the information that you have submitted, we will attempt to provide you with notice (unless we are prohibited) that a request for your information has been made in order to give you an opportunity to object to the disclosure. We will attempt to provide this notice by email, if you have given us an email address, or by postal mail if you have entered a postal address. If you do not challenge the disclosure request, we may be legally required to turn over your information.

In addition, we will independently object to requests for access to information about users of our site that we believe to be improper.

### Changes to Our Policies

BCHA's Privacy Policy may change from time to time. However, any revised privacy policy will be consistent with BCHA's mission. If we make any substantive changes to our policies, we will post notice of changes on this page.

### Updating or Removing Your Information

You may choose to correct, update, or delete the membership information you have submitted to us by sending an email requesting changes to [info@bchumanist.ca](mailto:info@bchumanist.ca)

### Third Party Service Providers

The BCHA makes use of several third party service providers. Our relationship with these providers governs our privacy policy based on the kind of interaction individuals are undertaking with the BCHA. The privacy policies of our third party providers can be found here:

- Website and member database: [NationBuilder](#)
- Analytics: [Google Analyticshttp://piwik.org/privacy/](http://piwik.org/privacy/)
- Social Media: [Twitter](#) and [Facebook](#)
- Donations: [CanadaHelps](#)

### 3.7 ACCESS TO RECORDS AND PROACTIVE PUBLICATION

*Adopted: October 7, 2019*

*Amended: October 17, 2022*

#### Purpose

*“Humanism supports democracy and human rights...The principles of democracy and human rights can be applied to many human relationships and are not restricted to methods of government.”*

Amsterdam Declaration 2002

The BCHA is a democratic organization, with an elected Board of Directors accountable to its members. Accountability requires transparency behind its decision-making processes and a respect for the privacy of the personal information of its members.

This policy sets out which BCHA documents will be published and accessible to the public, members or by request. It aims to balance multiple competing interests:

- Maximizing the amount of information disclosed to the public
- Members’ desire to engage in policy development
- Directors’ and members’ interests in confidentiality during internal policy debates, so as to give them the freedom to speak as freely as possible
- Protecting the personal information of members
- The Board’s fiduciary duty to protect the reputation of the BCHA

To this end, generally those policies that have formally been agreed by the Board will be made public, those in development will be available to members and every effort will be made to protect the private information of members.

With this policy, the BCHA aims to significantly exceed non-profit disclosure standards. Often organizations will only provide these documents on request. By publicly providing more information about our operations, the BCHA seeks to embody the democratic values that underpin Humanism.

This policy codifies and expands on many existing practices.

#### Proactive disclosure to the public

The following records will be made publicly available on the BCHA website:

1. The Constitution
2. The Bylaws
3. Statement of Values and Principles
4. Current governance policies
5. Approved position statements
6. Minutes of Annual General Meetings
7. The names of members of the Board of Directors

## Proactive disclosure to members

The following records will be made available to members via the BCHA members' site:

1. Contact information for each director;
2. The minutes of each meeting of members, including the text of each resolution passed at the meeting;
3. Any ordinary or special resolution passed by members not included in meeting minutes;
4. The financial statements presented to the members at the Annual General Meeting and the auditor's report, if any, on those financial statements;
5. The minutes of each meeting of directors, including:
  - a. a list of all of the directors at the meeting,
  - b. copies of any written staff or committee reports presented at the meetings (excluding any *in camera*<sup>1</sup> reports),
  - c. the text of each resolution passed at the meeting with any recorded vote,
  - d. a note if any items are discussed *in camera* (without identifying the items themselves);
6. Dates for any scheduled directors' meetings; and
7. A copy of any agreed consent resolution of directors.

## Other records

The following records, required by the *Societies Act* and the BCHA bylaws, will be maintained by the Executive Director:

1. A copy of the written consent to act as director and each written resignation of a director;
2. A copy of each record evidencing a disclosure by a director or senior manager; and
3. Any records listed in section 3.1 of the BCHA Bylaws not otherwise mentioned, with the exceptions below.

Any member may contact the Executive Director for an electronic copy of these records.

## Register of Members

The Register of Members shall include first and last names and emails of all members.

The BCHA recognizes that members have reasonable expectation that any personal information they provided to the organization will be kept confidential. For some members, there could be serious consequences were their affiliation with a Humanist group made public. As such, the Board aims to vigorously protect the confidentiality of member's personal data, including the information contained within the Register of Members.

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<sup>1</sup> *In camera* items may include issues relating to human resources, litigation or other legal advice, membership application approvals, complaints under the Code of Conduct and other items deemed necessary to be discussed confidentially.

To create a space for democratic debate among members on society business, the BCHA will proactively provide space on the Members Site for members to communicate with one another on a voluntary basis. Committees of the Board will be encouraged to publish draft policies for feedback from members.<sup>1</sup> For other society business, members will be able to publish posts on a forum.<sup>2</sup> Links to new posts on the Members Site will be shared with members via the weekly email newsletter.

The Board is of the opinion that inspection of the Register of Members would be harmful to the society and against the interests of one or more of our members. Therefore, the Board will deny all requests to access the Register of Members except under the following circumstances:

1. The request must be:
  - a. Be made in writing to the BCHA's registered address,
  - b. Include the applicant's full name, and
  - c. Detail the purpose of the request.Incomplete requests will be denied.
2. Requests can only be for one of the following purposes:
  - a. Requisitioning or calling a general meeting,
  - b. Submitting a proposal for a general meeting, or
  - c. An effort to influence the voting of members on a resolution at a general meeting.

Any other requests to access the Register of Members will be rejected. This includes requests relating to requisitioning a general meeting that has already been called, submitting a duplicate proposal for a general meeting or proposals that are not on the agenda for a general meeting. Further, if a proposal or resolution is deemed out of order, the request will be denied.

3. To give the Board sufficient time to review and respond to a request, it must be made more than 14 days prior to a general meeting if it relates to submitting a proposal or to influence voting at that general meeting.
4. The applicant must sign an agreement confirming that information received in the Register of Members will only be used for the originally stated purpose, following which the copy will be destroyed. Consequences for violating this agreement include the immediate termination of the applicant's membership and possible legal action by the Board.
5. The Board may impose reasonable restrictions on the time and location during which the member may inspect the Register.
6. To receive a copy of the Register, the applicant must pay a fee as set out by the maximum amount specified by the *Societies Regulations*.<sup>3</sup>
7. Copies of the Register will only be provided by mail.

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<sup>1</sup> Comments may be made on the Members Site itself or by emailing them to the respective committee chair for circulation among committee members.

<sup>2</sup> Posts will be moderated to ensure they are related to society business and in accordance with the Code of Conduct.

<sup>3</sup> \$0.50 per page at the time of the adoption of this policy.

8. The copy will be sent within 14 days of payment of the fee.

If the Board rejects the request, the President will provide the applicant with written reasons by email within 14 days of the request.

### Accounting records

Requests by a member to inspect detailed accounting records should be directed to the Treasurer. The Treasurer must respond to requests within 14 days and should arrange a reasonable time in which the requested records may be inspected. All third party information should be redacted. Inspections should occur in the presence of the Treasurer.

Copies will only be provided following an inspection in the presence of the Treasurer and after the requester has signed a non-disclosure agreement.

### Timelines

In general, the BCHA aims to proactively disclose records on the website or members site within one week of their creation. Minutes will be marked “draft” until approved at a subsequent Board meeting.

Records are kept at least until they are:

1. No longer relevant to the activities or internal affairs of the society and
2. 10 years have passed since the record was created or last altered.

Only those records generated after final approval of this policy are subject to the provisions herein.

### 3.8 ACCEPTABLE USE OF ARTIFICIAL INTELLIGENCE

*Adopted: September 20, 2023*

The BC Humanist Association aims to incorporate the efficient and ethical use of artificial intelligence (AI) tools, while minimizing the risk of intentional or unintended misuse that may result in harm to individuals, the organization or our mission. This policy also seeks to address potential biases, ensure alignment with the organization's mission, values, and objectives, and guarantee accuracy and appropriateness of AI-generated outputs.

1. This policy applies to all staff, volunteers, contractors, and any other individuals who have access to and use AI systems on behalf of the BCHA. The policy covers the use of AI tools and applications for work-related tasks.
2. AI systems may be used to assist in tasks such as data analysis, content creation, decision-making and communication. Users must:
  - a. Use AI tools only for their intended purpose and in accordance with any applicable laws and regulations.
  - b. Ensure that AI tools are used in a manner consistent with the mission, values, and objectives of the BCHA by regularly consulting with supervisors, colleagues, and relevant stakeholders to align AI-generated outputs with BCHA goals.
  - c. Exercise due diligence and critical thinking when using AI-generated outputs, as AI systems may produce biased, inaccurate, or inappropriate results.
  - d. AI will not be used select new employees, monitor performance, or determine pay or promotions.
3. To identify and mitigate potential biases in AI-generated outputs, users must:
  - a. Be aware of common biases that may be present in AI systems, such as data bias, algorithmic bias, and confirmation bias.
  - b. Regularly review and evaluate AI-generated outputs for potential biases and inaccuracies, seeking input from diverse perspectives and stakeholder groups.
  - c. Use AI tools with transparent methodologies and documentation to better understand their decision-making processes.
4. To ensure that AI-generated outputs are accurate and appropriate, users must:
  - a. Verify the accuracy of AI-generated outputs by cross-checking with reliable sources, human judgment, or other relevant methods.
  - b. Review AI-generated outputs for appropriateness, considering the context, audience, and potential impact of the content.
  - c. Establish a system of checks and balances involving multiple reviewers to minimize the risk of errors or inappropriate content.
  - d. Ensure that AI-generated content is properly reviewed and approved by a human before it is published or used for decision-making.
5. Users must adhere to BCHA's Privacy Policy when using AI systems. Users should not input sensitive or personal data in AI tools.
6. Users must be transparent about the use of AI systems and accountable for the results generated by these tools. Users must include a watermark or note to reflect content that is AI generated.
7. Employees are required to report any suspected misuse of AI systems, whether intentional or unintentional, to the Executive Director or Board President. Reports can be made anonymously and will be handled confidentially.

8. Violation of this policy may result in disciplinary action, up to and including termination of employment or contract.



### 3.9 SOCIAL MEDIA POLICY

*Adopted September 20, 2023*

To advance our mission and to promote our work, the BCHA maintains a website and participates on various social media platforms including, but not limited to: Facebook, Threads, TikTok, LinkedIn, and Instagram. While we encourage our followers to share their thoughts and opinions on our web presence, we expect that this will be done in a respectful manner.

The BCHA does not agree with nor endorse every comment that individuals may post on our pages. Our goal is to share ideas and information with as many individuals as possible and, consistent with our commitment to freedom of expression, our policy is to accept all comments made on our channels that meet the following standards.

However, to foster a constructive discourse and to comply with our legal obligations, a comment will be deleted if it contains any of the following:

- Hate speech,
- Profanity, obscenity, or vulgarity,
- Nudity in profile pictures,
- Defamation to a person or people,
- Confidential information,
- Partisan comments that promote or oppose specific politicians or political parties,
- Excessive name calling and/or personal attacks,
- Comments whose main purpose is to sell a product,
- Comments that infringe on copyrights,
- Spam comments, such as the same comment posted repeatedly on a profile, or
- Any other comments that BCHA staff deems inappropriate.

Items above shall be brought to the attention of the Executive Director for consideration. Should an issue require further deliberation, the Executive Director will present it to the President for guidance and/or action.

Repeated violations of the BCHA's social media community posting guidelines may cause the author to be blocked from the BCHA's web presence.

We understand that the internet is a 24/7 medium. However, our moderation capabilities are not. We may not see every inappropriate comment right away and are trusting in the maturity of the community to ignore personal attacks and negative speech and/or respond politely.

Finally, any opinions or statements by staff or board outside of the BCHA's web presence are their own and do not necessarily represent the views of the BCHA.

## 4.0 POLICY TYPE: HUMAN RESOURCES

### 4.1 EXECUTIVE DIRECTOR LIMITATIONS

*Adopted: September 8, 2020*

#### Policy Statement (Intent and Scope)

The Executive Director is the organization's senior staff person through which the Board of Directors directs the delivery of its campaigns and programs, and the day-to-day management of BCHA. The following Executive Limitations / Requirements define the authority to act associated within the Executive Director's position. They also represent accountabilities that will be assessed in the annual performance appraisal of the Executive Director by the Board of Directors.

#### Executive Director's General Authority to Act

1. The Executive Director has the authority to act as per the following directives
  - a. Approved Board Policies and Positions;
  - b. The current Board approved Executive Director's job description;
  - c. Relevant regulatory, statutory or funder requirements; and
  - d. As directed by a motion of the Board of Directors, consistent with the above-noted directives.
2. The Executive Director will not operate in any manner or make decisions that contravene applicable legislative, statutory or funder requirements or directives; Board Policies; Human Rights and other compliance codes and requirements; funding agreements; standard business and accounting practises; or other relevant laws, practises and requirements.

#### Programs and Services

The Executive Director will:

1. Ensure all BCHA campaigns and programs are developed and delivered consistent with BCHA's Vision, Mission, philosophy, Board Policies and affiliation agreements requirements and directives or statutory requirements.
2. Prepare an Annual Operations Plan for Board approval that facilitates the achievement of funder directives and policies, the Board's Strategic Plan (if any) and includes innovative servicing and best practise programming strategies. The Annual Operations Plan is also to contain objectives, appropriate performance measures and monitoring report processes.
3. Continually research strategies and methodologies, service trends and related sector information and data, ensuring its provision across the staff in support of the ongoing development of the organization's plans and programs. As well, to undertake a presentation on such topics when appropriate to the Board of Directors.

4. Prepare a Campaigns and Program Review for each of the organization's campaigns and programs a minimum of once every five years and present the review results to the Board with recommendations.

## Financial

The Executive Director will:

1. Present to the Board of Directors, in consultation with the Treasurer, a draft budget for each fiscal year that:
  - a. Is prepared consistent with the requirements of Board's policies and in a format acceptable to the Board of Directors;
  - b. Incorporates the priorities of the organization's Strategic Plan and Annual Operations and affiliation objectives / directives; and
  - c. Ensures an evident focus on maximizing operational efficiencies and revenue generating opportunities.
2. With the support of the Treasurer, ensure the Board receives monthly financial statements, or on an alternative timeline as approved by the Board, of the organization's financial position for their review and direction.
3. Authorize reallocations of funds within the approved annual budget and up to \$1,000 as long as the net financial operating position of the budget remains as approved by the Board of Directors, is consistent with funder financial or other statutory requirements, does not distort Board of Director budget priorities and intents, and is in compliance with Board financial and other Board policies.
4. Ensure that the use of Board's financial reserves and all capital funded projects are approved by the Board of Directors prior to the use of these funds.
5. Ensure expenditure commitments beyond the organization's ability to fund them, including payroll requirements, are not authorized or undertaken.
6. Not encumber any BCHA asset in any way via collateral, partnerships, contracts, etc, without Board approval.
7. Complete real property acquisitions and disposals based only on Board approval.
8. With support of the Treasurer, ensure all financial reporting and payment requirements to government bodies are completed in total, within the required timelines and current fiscal year accounts.
9. With support of the Treasurer, have in place, payroll, accounting, purchasing and other financial procedures so as to ensure they meet the organization's financial commitments and reporting requirements and auditor acceptance, and which protect the security of the funds and assets under the organization's control.
10. With the support of the Treasurer, ensure that the appropriate financial supports are in place in the budget to facilitate Board of Director requirements related to meetings, minutes, documentation and records management, an annual external financial audit, educational opportunities, communications and similar requirements.

## Policies and Procedures

The Executive Director will:

1. Implement all Board of Director approved Board Policies, ensuring that the appropriate documents, training, communications and related initiatives are completed and published on the website, and to inform staff and others on an effective and timely basis.
2. Identify to the Board of Directors significant breaches in Board Policy, along with the remedial action taken or to be taken on a timely basis.

## Board of Directors Supports and Communications

The Executive Director will:

1. Inform the Board of Directors of any significant incident, event or other consideration that could negatively impact the liability, credibility or safety of the organization, or for which Directors need to be effectively prepared for in order to fulfill their governance roles on a timely basis.
2. Ensure adequate supports are in place for the calling of Board of Director and associated Board and committee meetings, members taking of minutes and notes by a member, their distribution and records management.
3. Update the Board of Directors, at regular or special meetings, on emerging opportunities; challenges, trends and related strategic information, data; government policy and affiliation changes; relevant community and partner initiatives; and associated insights and impacts.

## Leadership

The Executive Director will:

1. Ensure that all practices and activities of the organization are ethical, legal and protect the integrity and reputation of BCHA.
2. Ensure that plans are in place to cover for regular leaves of the Executive Director, such as appointing a senior staff member or volunteer to serve as an Acting Executive Director, and to provide such plans to the President.
3. Ensure that a staff member or volunteer is identified to the President who is trained and capable to substitute when the Executive Director is unavailable to fulfill the position's responsibilities due to an emergency situation.
4. Deal with the Board of Directors as a whole, except when responding to individual Directors' requests for information or responding to committee and work groups' requests.
5. Officially speak on behalf of BCHA as per the Board's Communications and Complaints Policy or on considerations associated with the organization's operations, but not on considerations associated with the Board of Directors itself or the governance of BCHA.

6. Sign BCHA on to such open letters, petitions, coalitions and similar actions that, within the opinion of the Executive Director and with the agreement of the President, fall within the scope an existing position in the Issues Summary, are reputable and are likely to advance BCHA campaign goals. All such signatures should be put on the consent agenda of the next regular meeting of the Board for ratification.
7. Ensure that fund development is seen as a needed capacity in BCHA, has an annual fundraising target, does not unduly distract the Board or service delivery staff, and does not hurt/diminish the credibility and community goodwill of BCHA.
8. Ensure that any complaint, ie: member, event attendee, staff, volunteer, partner or a community member/other, is treated as important, and that the complaint is addressed as appropriate within the frameworks of the Code of Conduct and Communications and Complaints Policies.

## Human Resources

The Executive Director will

1. Adjust the Executive Director's compensation program based solely on Board of Directors approval.
2. Recommend a staff compensation program to the Board that is consistent with budget capacity.
3. Ensure that any offers of employment, whether permanent, part time or contractual, are approved by the Board or, where delegated, the Board's Human Resources Committee.
4. Effectively communicate and have staff and volunteers trained on an ongoing basis, that the organization does not tolerate discrimination, harassment, bullying, physical or sexual abuse or similar behaviours, and to have in place, the appropriate procedures, communications and training programs that support understanding of and compliance with Board Policies in this regard, the rights of individuals and the processes and procedures individuals can pursue if they believe they have experienced such behaviours.
5. Develop an organizational culture of excellence by supporting innovation, staff training and development, recognition of efforts and outcomes, promotion of and support for learning opportunities and forums and other strategies.
6. Ensure all staff and volunteers are treated fairly and equally, have clarity as to their role and accountabilities within BCHA are effectively supervised, and are periodically asked for their views/opinions on the organization's activities and culture.

## Liabilities and Assets

The Executive Director will:

1. Ensure that no leases or contracts for supplies and services are entered into without Board of Director approval or encumber/threaten BCHA's ability to sustain itself.
2. Have in place, and update annually, a Health and Safety Program for the organization that is based on legislative requirements, incident assessments and other required inputs.
3. Ensure that a Disaster Recovery Strategy is in place and annually / regularly updated for all the organization's technology, computer and related operational components and data/information, as well as for all facilities.
4. Ensure regular in-house and external reviews / tests of all technology-based systems and data storage to minimize threats of improper hacking and loss of confidential data and other electronic materials.
5. Ensure the safe and controlled storage of all participant and other confidential written records and materials.

## Strategic Planning

The Executive Director will:

1. Participate in the development of BCHA's Strategic Plan as directed by the Board, by providing input, insight and data.
2. Inform the Board of the need to review its Strategic Plan a minimum of six (6) months before the Plan's identified completion date.
3. Report to the Board of Directors quarterly or as directed by the Board on the progress being made on each Strategic Direction/Priority assigned to the Executive Director.
4. Ensure all staff and volunteers are aware of the Strategic Plan and its Directions/Priorities, and to connect staff performance appraisals to Strategic Plan outcomes.

## 4.2 LOBBYISTS CODE OF CONDUCT

*Approved: June 1, 2020<sup>1</sup>*

### Definitions

**Lobbyists** refers to any volunteers acting in an official capacity and all staff of the BC Humanist Association who communicate with public office holders for the purposes of influencing government in any way.

**Public office holder** includes all those persons named in federal and provincial lobbying acts, including senators, MPs, MLAs and their staff, ministers and their staff, officers and employees of federal and provincial departments and agencies, Governor and Lieutenant Governor in Council appointees, and members of the Canadian Armed Forces and the Royal Canadian Mounted Police.

### Principles

#### *Respect for democratic institutions*

Lobbyists should act in a manner that demonstrates respect for democratic institutions, including the duty of public office holders to serve the public interest.

#### *Integrity and honesty*

Lobbyists should conduct with integrity and honesty all relations with public office holders.

#### *Openness*

Lobbyists should be open and frank about their lobbying activities.

#### *Professionalism*

Lobbyists should observe the highest professional and ethical standards. In particular, lobbyists should conform fully with the letter and the spirit of the *Lobbyists' Code of Conduct* as well as with all relevant laws, including the *Lobbying Act* and its regulations.

### Rules

#### *Transparency*

##### **Identity and purpose**

1. A lobbyist shall, when communicating with a public office holder, disclose the identity of the person, organization or corporation on whose behalf the communication is made and the nature of their relationship with that person, organization or corporation, as well as the reasons for the approach.

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<sup>1</sup> Based on the *Lobbyists' Code of Conduct* developed by the Commissioner of Lobbying of Canada, December 1, 2015. Available at: <https://lobbycanada.gc.ca/en/rules/the-lobbyists-code-of-conduct/lobbyists-code-of-conduct/>

**Accurate information**

2. A lobbyist shall avoid misleading public office holders by taking all reasonable measures to provide them with information that is accurate and factual.

**Duty to disclose**

3. A consultant lobbyist shall inform each client of their obligations as a lobbyist under the *Lobbying Act* and the *Lobbyists' Code of Conduct*.
4. The responsible officer (the most senior paid employee) of an organization or corporation shall ensure that employees who lobby on the organization's or corporation's behalf are informed of their obligations under the *Lobbying Act*, the *Lobbyists' Code of Conduct* and the *Lobbyists Transparency Act*.

*Use of information*

5. A lobbyist shall use and disclose information received from a public office holder only in the manner consistent with the purpose for which it was shared. If a lobbyist obtains a government document they should not have, they shall neither use nor disclose it.

*Conflict of interest*

6. A lobbyist shall not propose or undertake any action that would place a public office holder in a real or apparent conflict of interest.

In particular:

**Preferential access**

7. A lobbyist shall not arrange for another person a meeting with a public office holder when the lobbyist and public office holder share a relationship that could reasonably be seen to create a sense of obligation.
8. A lobbyist shall not lobby a public office holder with whom they share a relationship that could reasonably be seen to create a sense of obligation.

**Political activities**

9. When a lobbyist undertakes political activities on behalf of a person which could reasonably be seen to create a sense of obligation, they may not lobby that person for a specified period if that person is or becomes a public office holder. If that person is an elected official, the lobbyist shall also not lobby staff in their office(s).

**Gifts**

10. To avoid the creation of a sense of obligation, a lobbyist shall not provide or promise a gift, favour, or other benefit to a public office holder, whom they are lobbying or will lobby, which the public office holder is not allowed to accept.



## 4.3 UNLIMITED PAID TIME OFF

*Adopted: December 6, 2021*

In an attempt to improve the work/life balance for our professional staff, BCHA has implemented an unlimited paid time off (PTO) policy.

This unlimited PTO policy is meant to apply to time-off used for vacation; illness, including illness of a third party; medical appointments; inclement weather; bereavement; jury duty; and non-business travel purposes, replacing the PTO policy previously in use for these employees.

### Who is Eligible for Unlimited PTO?

Only employees who meet the following criteria are eligible for this program:

- Current Active Full-time Exempt Employment Status (i.e. not on any kind of leave)
- Minimum of 90 days of employment, except for absences due to illness

### How it Works

1. **Request Time Off:** For planned absences, employees wishing to take time off must formally request vacation dates in writing via email to their supervisor at least 5-business days in advance of the planned time off. For illness and unplanned absences, employees should notify their supervisor as soon as possible.
2. **Obtain Approval:** Supervisors and managers have the authority to approve, or not approve requests depending on business needs and workload during the requested dates.
3. **Avoid Key Dates:** Some business-intense timeframes should be avoided for vacation and offsite travel under this policy.
4. **Maintain Performance:** Employees are expected to maintain strategic objectives and department goals as defined by the Board, Executive Director, or their supervisor. Failure to maintain performance/work results will be managed as a disciplinary issue.

### Guidelines

1. **No Limits!** There are no limits on how much time an employee can take under this policy each year, but employee performance will be managed throughout the year to ensure that agreed-upon deliverables and work efforts are maintained in accordance with the employee's job description and annual planning activities.

2. **Vacation minimum:** Employees are expected to take the minimum amount of annual vacation as provided in the *Employment Standards Act*: Two weeks of vacation after 12 months of employment and three weeks after five years.
3. **Extended illness:** Employees with extended illness (lasting more than one week) may be put on unpaid leave and supported to apply for Employment Insurance sickness benefits.
4. **Statutory Holidays:** Employees have the following statutory holidays off: <sup>1</sup>
  - a. New Year's Day
  - b. Family Day
  - c. Good Friday
  - d. Victoria Day
  - e. Canada Day
  - f. BC Day
  - g. Labour Day
  - h. National Day for Truth and Reconciliation
  - i. Thanksgiving Day
  - j. Remembrance Day
  - k. Christmas Day

Where the holiday falls on a weekend, employees receive a day in lieu. In line with the *Employment Standards Act*, employees are entitled to statutory holiday pay if they have been employed for 30 calendar days and have worked or earned wages on 15 of the 30 days before a statutory holiday.

5. **No Accruals:** Unlike traditional sick time, and traditional PTO policies, time *does not accrue* under this policy. In other words, there is no PTO/vacation time bank under this policy. Additionally, there is no rollover of this policy from year to year.
6. **No Payout.** Because time does not accrue under this policy, no payout of unused time is available upon termination. There is no 'cash out' option.

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<sup>1</sup> This list is largely taken from the Employment Standards Act, hence the Christian-dominance of the holidays.

#### 4.4 COST OF LIVING ADJUSTMENTS

*Adopted: Mar 6, 2021, ratified Mar 10, 2022*

All staff shall be entitled to an annual raise on January 1 of each year of the larger of:

1. 3% or
2. the Annual Consumer Price Index in BC plus 1%.